



Total Force Manpower Management System (TFMMS)

Coding Directory



DEPARTMENT OF THE NAVY
NAVY MANPOWER ANALYSIS CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TN 38054-5011

5310
Ser 20/0031
22 JAN 2001

From: Commanding Officer, Navy Manpower Analysis Center

Subj: TOTAL FORCE MANPOWER MANAGEMENT SYSTEM (TFMMS) CODING DIRECTORY
(CHANGE 2)

Ref: (a) OPNAVINST 1000.16J
(b) NAVMAC ltr 5310 Ser 50/0552 of 26 Oct 98

Encl: (1) NAVMAC TFMMS Coding Directory, NAVPERS 16000A (Revision 2)

1. Per reference (a), NAVMAC is assigned responsibility for the promulgation and maintenance of the TFMMS Coding Directory. Enclosure (1) is forwarded as the consolidated revision to the TFMMS Coding Directory, NAVPERS 16000, and cancels reference (b).

2. Modifications, identified with a single asterisk (*), include the new manpower codes. Reworded sections are annotated with double asterisks (**). All actions are summarized as follows:

New (identified with a single asterisk *)

Military Essentiality Code (MEC) "S"

Requirements Indicator (RI) Code "U"

Required Functional Category (RFC) Code "CT1", "CT2", "CT3"

Deleted

Accounting Category Code (ACC) "1", "2", "3", "4"

Functional Area Code (FAC) "E", "I", "4", "5", "6", "7"

Military Essentiality Code (MEC) "H", "I", "K"

Required Functional Category (Code) "AVB", "WHA", "WSA", "WTA", "WTC", "979", "980"

Removed Section 2 (Sub-claimant Type) "D", "F", "G"; Resource Category "1", "3", "4", "5", "6", "7"

Removed Section 12 (SMC Code)

Revised (annotated with double asterisks **)

Section 9, paragraph 3, providing guidance on submitting RFC Code changes.

Section 16 (Security Access Authorization Request - SAAR)

3. This change will be available via BUPERS CDR-ROM edition(s), NAVMAC and BUPERS Web sites. NAVMAC point of contact is Mr. Romeo R. Magpuri at DSN 882-6386, commercial (901) 874-6386 or E-mail: romeo.magpuri@navmac.navy.mil.


E. A. MILLER

Distribution List:
SNDL Parts 1 and 2

ADVANCE/INFORMAL CORRECTION

Subj: CORRECTION TO TFMMS CODING DIRECTORY (CHANGE-2)

Ref: (a) NAVMAC ltr 5310 Ser 20/0031 of 22 Jan 01

1. Under paragraph 2 ("Modifications") of deleted codes of reference (a), request obliterate FAC "I", which was inadvertently included in the both the cover letter and introduction page i.

2. Section 3, FAC "I" ("description and applicability"), page 3-2, remains the same and is effect.

3. POC at NAVMAC (Code 20) is Romeo R. Magpuri, Commercial (901) 874-6386/DSN 882-6386.

INTRODUCTION

1. Purpose. The TFMMS Coding Directory contains codes referenced by reference (a) and required by or referenced in the Total Force Manpower Management System (TFMMS) and TFMMS Micro Manpower Change Application (TMMCA).

2. Revisions. Change Two includes the following:

a. New codes (identified throughout with a single asterisk*):

Military Essentiality Code (MEC) “ S”

Requirements Indicator (RI) Code “ U”

Required Functional Category (RFC) Code “ CT1” , “ CT2” , “ CT3”

b. Deleted codes:

Accounting Category Code (ACC) “ 1” , “ 2” , “ 3” , “ 4”

Functional Area Code (FAC) “ E” , “ I” , “ 4” , “ 5” , “ 6” , “ 7”

Military Essentiality Code (MEC) “ H” , “ I” , “ K”

Required Functional Category (Code) “ AVB” , “ WHA” , “ WSA” , “ WTA” , “ WTC” , “ 979” , “ 980”

Section 2 (Sub-claimant Type) “ D” , “ F” , “ G” ; Resource Category “ 1” , “ 3” , “ 4” , “ 5” , “ 6” , “ 7”

c. Revised section and codes: (annotated throughout with double asterisks**):

Section 9, paragraph 3, providing guidance on submitting RFC Code changes.

Section 16 (Security Access Authorization Request (SAAR)).

3. Cancellation. NAVMAC Itr 5310 Ser 50/0552 of 26 Oct 98.

4. Changes submission. Submit changes or recommended additions to this directory via the appropriate manpower claimant , for approval to Commanding Officer (Attn: Code 20), Navy Manpower Analysis Center, 5720 Integrity Drive, NSA Mid-South, Millington TN, 38054-5011.

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SECTION 1

ACCOUNTING CATEGORY (AC) CODE

AC codes are used to identify authorizations that have a special or unique characteristic.

<u>AC</u>	<u>DESCRIPTION</u>
E	Authorizations identified for study under the Commercial Activities (CA) Program
N	Identifies authorizations that are Additional Duty From (ADDU FM)
S	Identifies authorizations that are Additional Duty To (ADDU TO) (supporting activity)

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SECTION 2

CLAIMANT (CLMT) CODE

1. General. This section lists the manpower claimants and claimant codes. The claimant codes are normally printed as four-digit codes. The first two digits indicate the manpower claimant. A two-digit alpha-numeric suffix is added to the claimant code to indicate a subclaimant for manpower management purposes or to categorize activities for resource information. Where there is no Navy claimant or subclaimant for an activity (e.g., OSD, Army, etc.), the Director, Total Force Programming, Manpower and Information Resource Management Division, Manpower Resources Branch (N122) will coordinate manpower and resource matters.

2. Manpower Claimants and Codes.

<u>1st/2nd DIGIT</u>	<u>MANPOWER CLAIMANT</u>
02	Central Operating Activity (COA)
11	Chief of Naval Operations (CNO) Assistant for Field Support (N09B)
12	Assistant for Administration, Office of Under Secretary of the Navy (AAUSN))
14	Chief of Naval Research (CNR)
15	Officer of Naval Intelligence (ONI)
18	Chief, Bureau of Medicine and Surgery (BUMED)
19	Commander, Naval Air Systems Command (COMNAVAIRSYSCOM)
*21	U.S. Army (USA)
22	Chief of Naval Personnel (CHNAVPERS (PERS-02))
23	Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)
24	Commander, Naval Sea Systems Command (COMNAVSEASYSYSCOM)
25	Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM)
27	Commandant of the Marine Corps (CMC)
29	Secretary of Defense/Chairman, Joint Chiefs of Staff (JCS)
30	Director, Strategic Systems Programs (CM3)(DIRSSP)
33	Commander, Military Sealift Command (COMSC)
35	Ballistic Missile Defense Organization (BMDO)
36	Defense Advanced Research Projects Agency (DARPA)
39	Commander, Space and Naval Warfare Systems Command (COMSPAWARSYSCOM)

1st/2nd
DIGIT

MANPOWER CLAIMANT

*42	Defense Threat Reduction Agency (DTRA)
43	Director, Defense Information Systems Agency (DISA)
44	Director, Defense Intelligence Agency (DIA)
45	Director, National Security Agency (DIRNSA)
*46	Defense Air Reconnaissance Office (DARO)
47	Defense Inspector General (DIG)
48	Director, National Imagery and Mapping Agency (NIMA)
51	Director, Defense Logistics Agency (DLA)
52	Defense Finance and Accounting Service (DFAS)
53	Defense Commissary Agency (DECA)
54	Department of Defense (DOD) Dependents Education Agency (DODDEA)
56	DOD Human Resources Agency (DODHRA)
57	U.S. Air Force (USAF)
59	*Defense Legal Services Agency (DLSA)
60	Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT)
61	Commander in Chief, U.S. Naval Forces, Europe (CINCUSNAVEUR)
62	Chief of Naval Education and Training (CNET)
63	Commander, Naval Computer and Telecommunications Command (COMNAVCOMTELCOM)
65	Commander, Naval Meteorology and Oceanography Command (COMNAVMETOCCOM)
69	Commander, Naval Security Group Command (COMNAVSECGRU)
70	Commander in Chief, U.S. Pacific Fleet (CINCPACFLT)
72	Commander, Naval Reserve Force (COMNAVRESFOR)
74	Commander, Naval Special Warfare Command (COMNAVSPECWARCOM)
75	U.S. Transportation Command (USTRANSCOM)

<u>3rd DIGIT</u>	<u>MANPOWER SUBCLAIMANT TYPE</u>
A	No Subclaimant/Fleet Shore Activities
B	Fleet Operating Forces
C	Units Operating in Other Fleets
H	U.S. Army
J	U.S. Air Force

<u>4th DIGIT</u>	<u>RESOURCE CATEGORY</u>
0	Operations
2	Students
8	Reimbursable
9	Research, Development, Training and Education

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SECTION 3

FUNCTIONAL AREA CODE (FAC)

1. General. FACs are single character, alphanumeric codes used to identify the need for special consideration in personnel detailing or positions requiring consideration in the hiring process for manpower requirements and/or authorizations.

2. Description and Applicability.

<u>FAC</u>	<u>DESCRIPTION AND APPLICABILITY (OFF/ENL/CIV)</u>
------------	--

A	Requirements that must be filled by personnel on active duty at time of mobilization. Such requirements will be matched with the associated mobilization requirement in TFMMS and identified in the billet title as “ AUTH REASSIGN FROM BSC/UIC” (data from the MEC M counterpart).**
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Applicability: Officer/Enlisted

B	Requirements in which the incumbent will require satisfactory completion of a Special Background Investigation (SBI) for access to Single Integrated Operation Plan/Extremely Sensitive Information (SIOP/ESI).
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Applicability: All

C	Requirements within Fleet Technical Support Centers (FTSC) that may be coded with an NEC required to perform their primary mission, but exceeds the requirement paygrade range for that NEC.
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Applicability: Enlisted

D	Requirements that must be filled by personnel who are U.S. citizens.
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Applicability: Enlisted/Civilian

G	General duty requirements (e.g., PO1) that need only the <u>military skills of the designated paygrade and/or special series NEC (95XX)</u> ; FAC applies for activity sea/shore code of 1 or 6 only.
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NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

NOTE: Do not assign this FAC to special series NECs that indicate a source rating or recommended rating. See FAC H.

Applicability: Enlisted

- H General duty requirements (e.g., PO1) that must be authorized by a source rating required by the Mission, Function and Task (MFT) or listed for that NEC; FAC applies for activity sea/shore code of 1 or 6 only.**

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

Applicability: Enlisted

- I Instructor requirements when an instructor NEC cannot be added to the BIN when unable to identify instructor requirement by adding applicable NEC (i.e., 9502).**

Applicability: Enlisted

- J RPN resourced authorization requiring full-time recalled reservist (generally a canvasser recruiter) not assigned through the normal distribution channels.

NOTE: This FAC will only be assigned on authorizations resourced by Active RPN (i.e., MRC=RR).

- K General duty requirements (e.g., PO1) that are authorized with the military skills of the designated paygrade and/or special series NEC (95XX); FAC applies for activity sea/shore code of 2, 3, 4, 5, or 8 only.

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

NOTE: Do not assign this FAC to special series NECs that indicate a source rating or recommended rating. See FAC 1.

Applicability: Enlisted

- N General duty requirements that must be filled by any Aviation Petty Officer (APO) whose rating fulfills the skill requirements established and is normally assigned to that type of activity (e.g., ATs to squadrons, ABs to CVNs).

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

Applicability: Enlisted

- Q Requirements for individual's to have a satisfactory completed Single Scope Background Investigation (SSBI) or a SSBI-Periodic Review (PR) for access to Sensitive Compartmented Information (SCI) within the past five years.

NOTE: When assignment of FAC Q is required, the request must be validated through the cognizant Special Security Officer (SSO). The subsequent TFMMS Manpower Change Request Letter of Justification (LOJ) must include the following statement:

“ The requirement for SCI has been validated by the SSO. The need-to-know certification for the assignment of FAC “ Q” is recorded with the cognizant SSO.”

If the above statement is not included with the LOJ, NAVMAC will return the TFMMS Manpower Change Request Packet to the claimant for appropriate action and/or modification to the LOJ.

Applicability: All

- T Authorized requirements that must be filled by USNR (TAR) personnel. FAC must be assigned as the Primary FAC when MRC RT is assigned.

NOTE: This FAC will only be assigned on authorizations resourced by Active RPN (i.e., MRC=RP or RT).

Applicability: Officer/Enlisted

U When assigned to requirements in activities under the United States Marine Corps (USMC) claimancy: Medical department officer requirements assigned to USMC claimancy, that support ADDU authorizations at a USN activity. Personnel ordered to those activities shall report to the appropriate USN activity for ADDU. Upon direction of the USMC parent activity, incumbents of these requirements will report to the parent activity for operations and deployment, training, or in support of training exercises. The Commandant Marine Corps controls assignment of this FAC to manpower authorizations and will annually review and update code assignments.

When assigned to requirements in USN claimancy: Medical department officer ADDU authorization assigned to a USN activity and is supported by a medical officer requirement assigned to a USMC claimancy. These positions will be filled only when the incumbent is not required for USMC operations and deployment, training or in support of training exercises. The Chief Bureau of Medicine and Surgery (BUMED) controls assignment of this FAC to ADDU authorizations and will annually review and update code assignments.

Applicability: Officer

V Authorized requirements, in activities with a sea/shore code of 1 or 6, filled by designated personnel in embedded (surface) ratings, but count as submarine rating requirements for purposes of presentation and management of enlisted management communities (EMCs) based on effective sea/shore rotation plan. Positions are filled by military skill or rating indicated, and this code will not be reflected in the enlisted personnel requisition system. DCNO Director, Submarine Warfare Division (N87) controls assignment of this FAC.

Applicability: Enlisted

X Personnel Exchange Program (PEP) authorizations to be filled by Allied Nations' personnel or other U.S. military services.

Applicability: Officer/Enlisted

Y Requirements whose authorized quality has been downgraded one paygrade below the associated manpower requirement due to management and/or budgetary decisions (e.g., congressional paygrade ceilings, such as the Defense Officer Personnel Management Act (DOPMA) or fiscal and/or policy constraints. Assignment of this code is controlled by CNO N122E and assigned by NAVMAC only.**

Applicability: Officer/Enlisted

- Z Requirements that must be filled by personnel qualified in submarines. DCNO Director, Submarine Warfare Division (N87) controls assignment of this FAC.

Applicability: Enlisted

- 1 General duty requirements (e.g., PO1) that must be authorized by a source rating required by the Mission, Function and Task (MFT) or listed for that NEC; FAC applies for activity sea/shore code of 2, 3, 4, 5 or 8 only.**

NAVMAC manages these requirements and/or authorizations to provide sea/shore rotation opportunities for deprived ratings.

Applicability: Enlisted

- 9 ADDU authorizations requiring a concurrent fitness report.

Applicability: Officer/Enlisted

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SECTION 4

MANPOWER REQUIREMENTS PLAN (MARF) CODE

1. MARF is a four digit code which identifies activities into nine functional groupings according to Navy assigned mission. The nine functional groupings (segments) are as follows:

<u>SEGMENT</u>	<u>TITLE</u>
1	Operating Forces
2	Department Headquarters and Support U.S.
3	Overseas Field Activities
4	General Training Operational Forces
5	Air Training Operational Forces
6	Officer Candidates and Recruit Training
7	BUMED Training
8	DOD, International & Other Activities
9	Accounting Adjustments (For CNO/CHNAVPERs use only)

2. The following list is a compilation of the MARF.

<u>MARF</u>	<u>TITLE</u>
0016	NEAREST HOSP FOR TRT
0017	NO ORDERS LOSS
0018	PEND NAVY GAIN
0019	PRISONERS OF WAR/ETC
0020	STU NAV AVIATOR
0021	ACTIVITY NOT ESTABLISHED
0022	BUPERS DESERTER ACCT
0023	GRAD OFFCAN SCHS
0024	IN TRANSIT LOSS
0025	MISSING IN ACTION/OTHERS
101	ACTIVE FLEETS
1011	ATLANTIC FLEET
1012	PACIFIC FLEET
103	MOB SERVICE CRAFT
1030	MOB SERVICE CRAFT
104	FLOATING DRYDOCKS
1041	FLOAT DRYDOCKS LANT
1042	FLOATING DRYDOCKS PAC
105	STAFFS OTHER THAN AIR
1051	STAFFS LANT MAJOR SPECIAL

1052	STAFFS PAC MAJOR SPECIAL
1053	UNIT COMMANDERS ATLANTIC
1054	UNIT COMMANDERS PACIFIC
1055	JOINT STAFFS ATLANTIC
1056	JOINT STAFFS PACIFIC
106	FLEET AIR
1061	FLEET AIR ATLANTIC
1062	FLEET AIR PACIFIC
1063	STU CRAG/CRAW TRAINING LANT
1064	STU CRAG/CRAW TRAINING PAC
107	AIR STAFFS
1071	AIR STAFFS ATLANTIC
1072	AIR STAFFS PACIFIC
108	OTHER FLT OPER UNITS-SHIPS
1081	AMPHIB UNITS AND ACTS LANT
1082	AMPHIB UNITS AND ACTS PAC
1083	FLEET TRA GRPS UNITS LANT
1084	FLEET TRA GRPS UNITS PAC
1085	SUBMARINE SUPPORT UNITS
1086	NAV CONTR OF SHIPPNG OFRS
1087	MINE WAR IUW EOD FORCES
1089	MISCELLANEOUS FLEET UNITS
109	RESERVE FORCE SHIPS STAFFS
1091	ACTIVE RESFOR SHIPS STAFF
110	MOBILE LOGISTIC UNITS
1101	MOB CONST BATTALIONS
1103	CARGO HANDLING BATTALIONS
111	NAVY SUPPORT OF FLT MARINE
1111	NAVY WITH FMF UNITS LANT
1112	NAVY WITH FMF UNITS PAC
113	OP CONTROL AND COMPUTER CEN
1131	FLEET OPCONCEN LANT
1133	TACT COMD AND CONTR ACTYS
114	US ACTS UNDER MILCOM OPFOR
1141	OCEANOGRAPHIC SYSTEM FACIL
1142	FLEET TRAINING ACTIVITIES
1143	STUDENTS - FLEET TRAINING
1144	FLEET WEATHER CEN & FACIL
1146	FLEET POST OFFICES
1148	FLD SUPP ACTS US
1149	FLT INTEL SUPPORT CEN US
115	ATLANTIC ACTS MILCOM OPFOR
1150	FLD SUPP ACTS LANT
1151	NAVAL FACILITIES LANT

1152	COMMUNICATIONS & SECUR STA
1153	AIR STATIONS & FACILITIES
1155	SHIP SUPPORT ACTIVITIES
1156	FLEET SUPPLY ACTIVITIES
1157	FLEET WEATHER CEN & FACIL
116	PACIFIC ACTS MILCOM OPFOR
1160	FLD SUPP ACTS PAC
1161	FLEET INTEL SUPPORT FACIL
1162	COMMUNICATIONS STA & UNITS
1163	AIR STATIONS & FACILITIES
1164	ORDNANCE FACILITIES
1165	SHIP SUPPORT ACTIVITIES
1166	FLEET SUPPLY ACTIVITIES
1167	FLEET WEATHER CEN & FACIL
1169	NAVAL FACILITIES PAC
117	MIL SEALIFT COMMAND
1171	MSC SHIPS & RIDERS
1172	MSC OFFICES US
1173	MSC OFF OUTS US-LANT
1174	MSC OFF OUTS US-PAC
201	DEPARTMENT OF NAVY HDQTRS
2011	SECNAV AND STAFF OFFICES
2012	HDQTRS CHIEF OF NAVAL OPER
2013	OFF JUDGE ADVOCATE GENERAL
2015	HDQTRS COMDT MARINE CORPS
2016	HDQTRS COMDR MSC
2017	NAVY HDQTRS COMDS
2018	NAVY HDQTRS BUREAUS
2019	OFFICE OF OCEANOGRAPHER
202	DEPT NAVY FIELD OFFICES US
2021	OFF NAV RESEARCH FIELD ACT
2026	JAG FIELD ACTIVITIES
2027	SYSCOM ACTIVITIES AND OTHERS
2028	NAVCOMPT FIELD ACTYS
2029	OTHER STAFF FIELD ACTYS
203	FIELD ACTIVITIES US-I
2031	SINGULAR CNO FIELD ACTYS
2032	INTCOM HDQTRS AND FLD ACT
2033	INSP AND SURVEY BOARDS
2034	OCEANOGRAPHIC OFFICES
2035	NAVMAC
2036	ASTRONOMY FIELD ACTIVITIES
2038	COMMAND SYSTEMS FIELD ACT

2039	NAVAL HISTORY FIELD ACTS
204	CNO FIELD ACTIVITIES US II
2043	OPER SUPPORT ACTS
2047	DEVELOPMENT FIELD UNITS
2048	NAVSPACEPROJACT WASH DC
205	SHORE INSTALLATIONS US
2051	HDQTRS NAVAL DISTRICTS
2052	NAVAL BASES US
2053	NAV STA & HDQTRS SUPP ACT
206	CNO COMMUNICATIONS ACTS US
2061	GENERAL COMMUNICATION ACTS
207	CHNAVPERS FIELD ACTIVITIES
2071	RECRUITING ACTIVITIES
2072	MIL ENT PROC STA
2074	DISCIPLINARY ACTIVITIES
2075	NAVY BANDS
2078	BURIAL ESCORT UNITS
2079	MISC CHNAVPERS ACTIVITIES
208	AVIATION FIELDS ACTS US
2082	FLT SUPPORT AIR STATIONS
2084	AIR CONTRACT REPS
2088	AIR RESEARCH ACTIVITIES
2089	OTHER AIR SUPPORT ACTS
209	ORDNANCE FIELD ACTS US
2091	WEAPONS STA & AMMO DEPOTS
2092	TORPEDO STATIONS
2095	ORDNANCE PLANTS
2096	ORDNANCE CONTRACT REPS
2098	ORDNANCE RESEARCH ACTS
2099	OTHER ORDNANCE ACTIVITIES
210	SHIP SYSTEMS ACTS US
2101	SHIPYARDS
2102	SUPSHIPCONVERREP
2107	FRONTIER BASES
2108	SHIP RESEARCH TECH ACTA
2109	OTHER SHIP SYSTEMS ACTS
211	SUPPLY FIELD ACTIVITIES
2111	SUPPLY CENTERS AND DEPOTS
2112	COMMISSARY STORES
2113	NAVAL EXCHANGES
2114	MARKET & PURCHASING OFFICE
2115	PUB PRINTING SERV OFFICES
2118	SUPPLY DEMAND CONTROL OFFS

2119	OTHER SUPPLY ACTIVITIES
212	BUMED FIELD ACTIVITIES US
2121	HOSPITALS
2123	DENTAL ACTIVITIES
2128	RESCH AND PREVENT MED ACTS
2129	OTHER MEDICAL ACTIVITIES
213	FACILITIES ENGRING ACTS US
2131	FIELD DIV NAV FAC ENG COMD
2132	CONST BATTALION CENTERS
2133	PUBLIC WORKS CENTERS
2139	OTHER FACILITIES
214	NAVY AT USMC FIELD ACTS US
2141	NAVY AT MARCORPS BASES
2142	NAVY AT MARCORPS AIR STA
2143	NAVY AT MARCOP TRAIN ACTS
2144	NAVY AT MARCOP SUPPLY CEN
2145	NAVY AT MARCOP CRUIT ACTS
2146	NAVY AT MARCOP RESUPPCEN
216	AIR SYS COMD FIELD ACTS US
2161	AIR SYSTEMS SUPPORT ACTS
218	LIAISON EXCHANGE PROGRAM
2181	LIAISON PROGRAMS
2182	EXCHANGE PROGRAMS
2183	PILOT EXCHANGE PROGRAM
303	FIELD OFFICES OVERSEAS
3031	NAVY INVEST SERV OFFS LANT
3032	NAVY INVEST SERV OFFS PAC
304	DEPT NAVY FIELD OFF OVSEAS
3045	NAV RESEARCH BRANCH OFF
305	FUNCTIONAL COMPONENTS
3051	FUNCT COMPONENTS LANT
3052	FUNCT COMPONENTS PAC
308	AIR STATIONS OVERSEAS
3081	AIR STATIONS ATLANTIC
3082	AIR STATIONS PACIFIC
311	SUPPLY ACTS OVERSEAS
3111	SUPPLY ACTS ATLANTIC
3112	SUPPLY ACTS PACIFIC
312	BUMED FIELD ACTS OVERSEAS
3121	BUMED ACTIVITIES ATLANTIC
3122	BUMED ACTIVITIES PACIFIC
313	FACILITIES ENGR OFF OVSEAS
3131	FACILITIES ENGR OFF LANT

3132	FACILITIES ENGR OFF PAC
314	MARINE CORPS FLDACTS OVSEA
3141	MARINE CORPS ACTS-LANT
3142	MARINE CORPS ACTS-PACIFIC
401	ENLISTED GEN TRA OPFOR
4012	NAVAL SCHOOLS COMMANDS
4014	NAVAL SCHOOLS OUTLYING
402	OFFICER TRAINING OPFOR
4021	ADV COMD STAFF SCHOOLS
4022	POST GRADUATE SCHOOLS
4023	SPECIAL TECHNICAL SCHOOLS
4024	SPECIAL NON TECH SCHOOLS
403	FUNCTIONAL TRAINING OP FOR
4031	FUNCTIONAL TRAINING
404	MISC TRAINING OPFOR
4041	MISC TRAINING ACTIVITIES
406	NAVAL RESERVE PROGRAM
4061	DIST HDQTRS RES SUPPL US
4062	RESERVE TRAINING CENS US
4063	MISC RES TRA ACTS US
4064	RESERVE RECRUITING ACTYS
45	GEN TRAINING STUDENTS
451	ENLISTED TRAINING STUDENTS
4512	STU NAVAL SCHOOL COMMANDS
4514	STU NAV SCHOOLS OUTLYING
4521	STU ADV COMD STAFF SCHS
4522	STU POST GRAD SCHOOLS
4523	STU SPECIAL TECH SCHOOLS
452	OFFICER TRAINING STUDENTS
4524	STU SPEC NON TECH SCHOOLS
4527	STU OFR OTH AGENCIES SCHS
453	FUNCTIONAL TRAINING STU
4531	STU FUNCTIONAL TRAINING
501	AIR TRA STAFFS & STATIONS
5011	AIR TRAINING STAFFS
5012	BASIC AIR TRA STATIONS
5013	ADVANCED AIR TRA STATIONS
5015	TECHNICAL AIR TRA STATIONS
502	NAVAL AIR RESERVE
5021	NAVAL AIR RESERVE TRAINING
55	STUDENTS AIR TRAINING
551	AIR TRAINING STUDENTS
5512	STUDENTS BASIC AIR TRA

5513	STUDENTS ADVANCED AIR TRA
5515	STUDENTS TECH TRAINING
5519	STUDENT MISC AIR TRAINING
601	OFFICER CANDIDATE PROGRAM
6011	OFFICER CANDIDATE SCHOOLS
602	RECRUIT TRAINING PROGRAM
6021	GEN TRA CENS & ADCOMS
6022	RECRUIT TRAINING COMMANDS
65	STU OFF CAN & CRUIT TRA
651	OFFICER CANDIDATE STUDENTS
6511	STUDENTS OFFICER CANDT
6512	STUDENTS SPECIAL OFF CAND
6513	STUDENT MIDSHIPMEN
652	RECRUIT TRAINING STUDENTS
6521	STUDENTS RECRUIT TRAINING
701	MEDICAL TRAINING OPFOR
7011	MEDICAL SCHS OFR AND ENL
702	DENTAL TRAINING OP FORCES
7021	DENTAL SCHS OFR AND ENL
75	BUMED TRAINING STUDENTS
751	MEDICAL TRAINING STUDENTS
7511	STU MED TRA OFR AND ENL
752	DENTAL TRAINING STUDENTS
7521	STU DENT TRA OFR AND ENL
753	STU NURSE CORPS OFR PROG
7531	STU NURSE CORPS OFR PROG
801	INTERNATIONAL STAFF ACTS
8032	DEFENSE SPECIAL WEAPONS AGENCY
8033	DEF COMM AGENCY & FIELD ACTS
8034	DEF INTEL AGENCY & FIELD ACTS
8036	DEF MAP AGY & FIELD ACTS
8039	DEF AGENCIES-MISC
804	SECURITY GROUP ACTIVITIES
8041	SECURITY GROUP ACTS US
8011	INTERNATIONAL STAFFS
802	FOREIGN MILITARY AID PROGRAM
8021	MILITARY ASSISTANCE GROUPS
803	DEPT OF DEFENSE AGENCIES
8031	OSD AND JCS ACTIVITIES
8042	SEC GR ACTS OUTS US-LANT
8043	SEC GO ACTS OUTS US - PAC
805	PACIFIC MISSILE RANGE ACTS

8051	PACIFIC MISSILE RANGE ACTS
806	REIMBURSABLE MANPOWER ACTS
8061	NAVY REIMBURSIBLES UNDER OTHER GOVERNMENT SERVICES
8062	REIMB FOREIGN MIL SALES
8063	NAVY DBOF
8064	NAVY DBOF SUPPLY DEPOTS/SUPPLY MGT
8065	DEFENSE AGENCIES - DBOF
807	SUPPORT OF OTHER DOD ACTS
8071	NAVY AT ARMED FORCES ACTS
8072	NAVY AT SINGLE MANAGER ACT
8073	NAVY AT ARMY ACTIVITIES
8074	NAVY AT AIR FORCE ACTS
8075	NAVY AT OTHER MILIT ACTS
8076	MILITARY GOVERNMENT UNITS
808	SUPPORT OTHER US GOVT ACTS
8081	NAVY WITH OTH GOVT DEPTS
9001	TRANSIENTS
9002	PATIENTS
9003	PRISONERS
9004	SEPARATIONS
9006	MISC ADJUSTMENTS
901	REIMBURSABLE OVER MPN CEIL
9013	REIMBURSABLE COAST GUARD CONTROL
9042	RPN 265 - STRENGTH
905	RQMTS HOLD ACCT
9053	RQMTS HOLD ACCT

SECTION 5

MILITARY ESSENTIALITY CODE (MEC)

1. General. MECs are manpower data elements that provide justification for military staffing instead of civilian or contractor resources. Department of Defense (DOD) Directive 1100.4 (NOTAL) refers.

2. Definition.

MEC DEFINITION

- A Combat Readiness or Direct Combat Support. Applies to any requirement in a military unit whose mission includes engaging in or maintaining readiness for military operations under combat conditions as well as requirements in activities involved in direct support of combat forces which must maintain readiness for military support operations under combat conditions. The majority of the requirements falling into this category will be in the operating forces.**
- B Military Readiness. Applies to requirements that provide experience necessary to upgrade military skills that cannot be acquired through other means. Military personnel must be qualified to perform the duties associated with the requirement. This includes requirements in an activity in the U.S. in which military incumbents can gain experience needed to prepare them for assuming like responsibilities in a combat environment.
- Military Construction Battalions
 - Flight Surgeons
 - Assault Craft Units
 - Beach Groups
 - Beach-master Units
 - Special Boat Squadrons and Units
 - Cargo Handling and Fort Groups
 - Construction
 - Explosive Ordnance Disposal Groups and Detachments
 - Special Warfare Units
 - Fleet Readiness Squadrons
- C Military Tradition and Custom. Applies to a limited number of requirements that have traditionally or customarily been filled by military members.
- Military Bands
 - Chaplains (not SMD/FMD/SQMD)**

- Inspectors General where inspections are being conducted upon Navy military activities.
- Recruiters for military personnel projecting a positive image of the armed forces.
- Flight demonstration teams where military capabilities techniques are being demonstrated.

D Navy Representative in External Services/Agencies . Applies to requirements needed in support of other services, North Atlantic Treaty Organization (NATO), joint staffs, other federal agencies, etc.

- Foreign military exchange
- Personnel Exchange Program (PEP)
- Military liaison with governmental agencies
- Military attaches or advisors

E Military Required. Applies to requirements in which military is required for performance of prescribed duties. These requirements need current or recent military experience that is directly associated with the requirement.

- Military officers assigned to a requirement in which they use their military training, judgment, and recent experience to ensure that a program is directed toward military requirements.
- Military instructors in units conducting military training on the basis of their own previous training and practical experience in military skills.
- Military instructors or support in units providing accession training, such as recruit training commands.
- Military assigned to training commands for exercise of good order, discipline, and military leadership (e.g., Naval Training Centers Transient Personnel Units).
- Military project officer in shipyards, systems commands, program development agencies, aircraft plants, or other armament production centers, where actual "hands on" military experience is required for product acceptance determinations.
- Individuals Account. Manpower requirements that have been programmed as Transients, Patients, Prisoners, Holdees (TPPH) and Students.

G Military Required for Security. Applies to requirements involved in national security; at locations in which the incumbent in the performance of assigned duties may become involved in combat situations; or security situations which may involve deadly force. Such installations usually play a combat support role and do not have a mission to engage in direct combat operations.

- Security guards at military installations overseas where military are required due to extreme political situations or the sensitivity of the base's mission. These situations would call for unquestioned response to orders, possibly involving lethal force, to protect and defend the base and other government property.
 - Security guards at military installations in the U.S. where lethal force is authorized or where unquestioned response to orders is required to prevent unauthorized entry.
- F Civilian Requirement/Funding and/or Skill Unavailable. Applies to civilian requirements where skilled civilian skill is not currently available in the labor market or cannot be hired because funding is not yet available. Accordingly, these authorizations will be converted to civilians when funding and/or skill become available. **
- L Military Required by Law. Applies to requirements (Navy Officer Billet Classification (NOBC) codes 2557 or 2558) in which military incumbency is required by statute (i.e., Judge Advocate General's Corps - 10 U.S.C. Sec. 5148 (1982)).
- M Support Requirement Included in Contingency or War Plan. Applies to military requirements in which the incumbent may become involved in combat or direct combat support operations upon the execution of a mobilization or contingency plan. The incumbent is required to fill requirements with a FAC of "A" upon mobilization. Such requirements will be matched with the associated mobilization requirement in TFMMS and identified in the billet title as " AUTH REASSIGN TO BSC/UIC" (data from the FAC A counterpart).**
- *S Enlisted Sea-Shore Rotation (SSR) Initiatives. Manpower NEW
requirements for general duty billets (e.g., with FACs " G" , " H" , " K" ,
" 1" , and " N") that are included in the 1999 SSR Initiatives. Changes
to the requirement and authorization fields to include NEC, MEC, FAC,
and UIC codes of these BINs require concurrence or recommended
modifications from CNO (N12).
Initial assignment of this code will be controlled by N122E and NAVMAC.**
- T Rotation/Career Progression. Applies to enlisted requirements which must be reserved for military personnel to ensure that adequate requirements ashore are available to maintain existing ratios for sea/shore rotation policies, as well as providing career path for personnel possessing essential skills.

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SECTION 6

MANPOWER RESOURCE CODE (MRC)

1. General. A two position alphabetic code identifying the types of resources for the Future Years Defense Program (FYDP) in the Total Force Manpower Management System (TFMMS). This is a mandatory code on all manpower authorizations.

2. Description and Appropriations Category.

<u>MRC</u>	<u>DESCRIPTION</u>	<u>APPROPRIATIONS CATEGORY</u>
AD	Active Duty	MPN
MD	Midshipmen	MPN
ST	Student	MPN
TR	Trainee	MPN
RT	TAR	RPN (active)
TT	TAR Trainee	RPN (active)
RP	265 RPN (SELRES Officer on active duty not to exceed 4 years period)	RPN (active)
RR	Reserve Recruiter	RPN (active)
RA	Selected Reserve	RPN (Inactive)
RX	Unfunded Selected Reserve	RPN (Inactive)
DH	Civilian U.S. Direct Hire	OMNV
FD	Civilian Foreign National Direct Hire	OMNV
FI	Civilian Foreign National Indirect Hire	OMNV
CN	Contractor	OMNC
OM	Other Manpower (i.e., Marine assigned to Navy, Foreign Exchange, etc.)	Non-PPBS
PP	PEP Accounts	Non-PPBS

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SECTION 7

MANPOWER TYPE (MT) CODE

1. General. MTs are used to define categories of manpower. Primary MT of "O" (officer), "E" (enlisted), or "C" (civilian) is mandatory on the requirement. Assignment of an Alternate MT category is an option available that provides flexibility to identify authorizations which are funded with alternative resources. The requirement can only carry the MT of OFF, ENL, or CIV in the primary or alternate position. When authorizing a requirement with manpower other than Navy, the authorization will be further defined by using a MRC of Other Manpower (OM). The skill data will reflect Navy quality for officer and enlisted authorizations. To specify other than Navy quality, utilize the Billet Title or a Billet Note.

NOTE: Alternative resourcing is when military requirements are authorized with other military services or O&MN money or vice versa.

2. MT Short Title, Description and Category.

MT		<u>DESCRIPTION</u>	<u>CATEGORY</u>
<u>MT</u>	<u>SHORT</u>		
A	FMO	Interservice support Received Foreign Military	Officer
B	CON	Contractor Support	Civilian
C	CIV	Civilian (Navy)	Civilian
D	MCO	Marine Officer	Officer
E	ENL	Enlisted (Navy)	Enlisted
F	OVT	Overtime Support	Civilian
G	CGO	Coast Guard Officer	Officer
H	CGE	Coast Guard Enlisted	Enlisted
I	TMP	Temporary Hire	Civilian
J	FME	Interservice Support Received Foreign Military	Enlisted
K	AFO	Air Force Officer	Officer
L	AFE	Air Force Enlisted	Enlisted
M	MCE	Marine Enlisted	Enlisted
N	RSE	Reserve Manpower Support	Officer
O	OFF	Officer (Navy)	Officer
P	STO	Student Manpower Support	Officer
S	ARO	Army Officer	Officer
T	ARE	Army Enlisted	Enlisted
V	TAD	Temporary Additional Duty Support	Civilian
W	TRN	Transient Manpower Support	Civilian
X	NAF	Non Appropriated Fund Manpower Support	Civilian
Y	RSE	Reserve Manpower Support	Enlisted
Z	STE	Student Manpower Support	Enlisted

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SECTION 8

POSITION STATUS (PS) AND HIRE STATUS (HS) CODES

1. **General.** PS and HS codes are used to define additional civilian authorization quality information reflecting the approved resourcing (funding) of the requirement.
2. **PS Code and Description.** A code identifying the status of the civilian position. The codes are:

<u>PS</u>	<u>DESCRIPTION</u>
------------------	---------------------------

C	Contractor
F	Full Time
H	TRICARE
P	Part-time

3. **HS Code and Description.** A code identifying the type of hire for the civilian position. The codes are:

<u>HS</u>	<u>DESCRIPTION</u>
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1	U.S. Direct Hire
2	Foreign National Direct Hire
3	Foreign National Indirect Hire
4	Contractor Support
5	TRICARE on Civilian Positions

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SECTION 9

REQUIRED FUNCTIONAL CATEGORY (RFC) CODE

1. **General:** This section contains RFC codes required for each requirement entered into the Total Force Manpower Management System (TFMMS) or TFMMS Micro Manpower Change Application (TMMCA).

2. **Discussion:**

a. This directory is organized by major functional categories called Mission Areas. RFC codes are used to identify each requirement in TFMMS with the appropriate mission area/ functional category of work for which the requirement is required.

b. The RFC codes are valuable tools used in the analysis of peacetime and mobilization manpower requirements and authorizations, and in the efficient and effective management of manpower resources. Accuracy in assigning these codes is critical.

NOTE: if the incumbent of a requirement is required to support more than one RFC, use the RFC requiring the most support.

c. The Standards Reference Code (SRC) is included for the convenience of staffing standards users as appropriate. SRCs appear only where there is an OPNAV-approved staffing standard available for use.

d. Part A is a complete listing of all RFC codes for shore manpower requirements covered under the Shore Manpower Requirements Determination Process (SMRDP). **

e. Part B is a listing of RFC codes assigned to ship, aircraft, and other requirements/authorizations that are not identified within the shore manpower universe (i.e. STU, TPPH, Joint Commands, etc.). **

*3. **Changes.** Requests for additions, deletions, or changes to RFCs shall be submitted to the Navy Manpower Analysis Center (Attn: Code 20), via the manpower claimant. The following information is required:

a. Additions

- (1) Mission area
- (2) Descriptive narrative for new RFC
- (3) Justification for the addition
- (4) How many requirements it will affect

b. Deletions

- (1) Mission area
- (2) RFC to be deleted
- (3) Justification
- (4) How many requirements it will affect
- (5) New RFC for the requirements (if applicable)

c. Changes

- (1) Mission area
- (2) RFC to be changed
- (3) What is changing
- (4) Justification

SECTION 9

PART A

LISTING OF RFC CODES

MISSION AREA: AIRCRAFT MAINTENANCE (ACM)

Provide for maintenance, repair and overhaul of aircraft, aircraft systems and components, and aircraft ground support equipment.

<u>RFC</u>	<u>Description</u>
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ABB	Organizational Level Maintenance to support designated aircraft (Note: Exclude maintenance in support of research and development; and maintenance utilizing mobile maintenance facilities)
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Provide functional area administrative support services; provide quality assurance/data analysis services

SRC: ACM01.000

SRC: ACM01.503

SRC: ACM01.505

SRC: ACM01.509

Perform organizational level maintenance on assigned aircraft

SRC: ACM01.001-.400

Provide functional area and maintenance/material control management

SRC: ACM01.501

Provide maintenance control services

SRC: ACM01.502

Provide material control services

SRC: ACM01.504

Provide flight line services for transient aircraft

SRC: ACM01.505

SRC: ACM01.507

ACB	Intermediate Level Maintenance (AIMD) to support designated aircraft (Note: Exclude maintenance in support of research and development; and maintenance utilizing mobile maintenance facilities)
------------	--

ACB (cont) Provide functional area support; production control, material control, quality assurance/technical library/data analysis, oil analysis services, and ship's evolution services

SRC: ACM02.000	SRC: ACM02.601
SRC: ACM02.602	SRC: ACM02.610
SRC: ACM02.621	SRC: ACM02.630
SRC: ACM02.640	SRC: ACM02.680
SRC: ACM02.690	SRC: ACM02.700
SRC: ACM02.710	SRC: ACM02.750

Perform intermediate level maintenance on aircraft components

SRC: ACM02.001-.400

Perform vast maintenance

SRC: ACM02.641

Provide management/administrative support and perform calibration and repair on selected TMDE/PME maintenance

SRC: ACM02.642

Perform receipt and issue of TMDE/PME for designated customers

SRC: ACM02.643

Perform maintenance utilizing automatic test equipment

SRC: ACM02.851-.899

ACC Perform Intermediate Level Maintenance on power plant components, aircraft engines, aircraft engine modules, auxiliary power units, and support equipment gas turbine engines

SRC: ACM02.401-.590

Provide management and administrative support for power plants maintenance

SRC: ACM02.620

ADA Depot Level Maintenance

AFA Organizational Level Maintenance for Designated Aircraft in Support of Research and Development

- AHA Organizational/Intermediate Level Maintenance on Ground Support Equipment
- Provide GSE operator training
 SRC: ACM07.001
- Operate a GSE pool
 SRC: ACM07.000 SRC: ACM07.002-.004
- Provide organizational/Intermediate level maintenance on GSE
 SRC: ACM07.005-.500
- Provide COMNAVAIRPAC fleet material representative services
- Provide equipment pools for COMNAVAIRLANT and COMNAVAIRPAC ships
- AKB Provide Engineering Quality Assurance And Production Control (NADEP'S only)
 SRC: ACM10.001-.002 ACM10.004-.008
- AOG Provide Naval Aviation Engineering Service Unit (NAESU) Support
- APA Intermediate Level Aircraft and Component Maintenance Utilizing Mobile Maintenance Facilities to Support Designated Aircraft
- AQA Organizational/Intermediate Level Support Equipment Maintenance Utilizing Mobile Maintenance Facilities
- A99 Provide Aircraft Maintenance Services not Specifically Addressed

MISSION AREA: AUTOMATIC DATA PROCESSING (ADP)

Provide automatic data processing services such as system design, software development, software maintenance, system computer operations and ADP equipment maintenance.

<u>RFC</u>	<u>Description</u>
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B99	Provide Automatic Data Processing Services
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NOTE: Use or operation of a PC (desk top or lap top) as a function of normal task accomplishment, i.e. word processing, data base management, spread sheet development, etc., does not constitute providing ADP Services/Support.

<p align="center">MISSION AREA: Installation/Base Operations - Bxx</p>
--

Airfield Support

RFC Function

BAA Air Operations

A function which includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provide support for aircraft operations and ground servicing of aircraft. Air Operations has five core subfunctions: Air Field Logistics, Air Traffic Control, Aviation Fuel Support, Ground Electronics, and T-line/Airfield Facilities. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BAB Airfield Logistics

A subfunction that consists of all activities that provides support to airfield administration and management, transportation support, air crew training, search and rescue, and aviation safety.

BAC Air Traffic Control (ATC)

A subfunction that consists of the activities that exist primarily to provide air traffic control services for the installation to assure the orderly and expeditious movement of aircraft departing, landing, or approaching the airfield for landing.

BAD Aviation Fuel Support

A subfunction that consists of activities funded by the installation that are involved with fuel receipt/delivery and defueling services for aircraft.

BAE Ground Electronics

A subfunction that consists of the activities that provides maintenance and support for ground electronics, navigation aids, and radios for air operations. This includes corrective maintenance, inspection, testing, calibration, alignment, installation, and repair.

BAF T-Line/Airfield Facilities

A subfunction that consists of all activities that provide flight line and runway support including operation and maintenance of ground support equipment (GSE), arresting gear and aircraft salvage equipment supported by installation BOS funding.

BOA Other Air Operations

A function that consists of MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW and which are not directly related to airfield operations. Other Airfield Operations has five core functions: Auxiliary Airfield Support, Cargo Handling, Crash and Rescue, Passenger Terminal Operations, and Weapons. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

RFC Function

- BOB Auxiliary Airfield Support**
Major Auxiliary Airfields have many of the same functions and subfunctions as principal airfields. IMAP aggregates the costs associated with the functions and subfunctions described above for all installation airfields. The Auxiliary Airfield subfunction is provided for other (than subfunctions above) activities that exist primarily to support the auxiliary airfield.
- BOC Cargo Handling**
A subfunction that consists of all activities involved in receiving, moving, loading and unloading air cargo. It includes activities in support of cargo handling.
- BOD Crash and Rescue**
A subfunction that consists of activities involved in providing aviation crash and rescue support for airfield operations. It includes labor and material used in the operation of crash and rescue boats (including operator-performed maintenance). Also includes special photographic services in connection with air crashes, fires, investigations, and technical or service information .
- BOE Passenger Terminal Operations**
A subfunction that consists of all activities involved in the operation of the terminal and in providing service to passengers. Includes all costs incurred in directing and administering an air terminal facility including dispatching, handling mail, and operating equipment as needed.
- BOF Weapons**
A subfunction that consists of all activities that provide receipt, segregation, storage, issue, handling, and maintenance, tests, and checks of weapons. The subfunction also includes explosive ordinance disposal (EOD) activities where applicable.

Seaport Support

RFC Function

BPA	Port Services
-----	---------------

A function that includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW which provides direct support for the core subfunctions that operate the port. The core subfunctions are: Berthing and Hotel Services, Port Logistics, Port Operations Center, and Tugs and Craft. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BPB Berthing and Hotel Services

A subfunction that consists of all activities in support of ships entering or leaving the harbor and moored or anchored within the harbor. It includes harbor pilot services, support provided while moored, weapons and material handling, oily waste disposal, hazardous waste disposal, and fueling of ships. Berthing and hotel services also include provision of fenders, relocation of floating cranes and other activities that support ship's berthing. In addition, it includes maintenance of NAVAIDS funded by the installation.

BPC Port Logistics

A subfunction that consists of all activities involved in cargo handling support provided by the installation Port Services organization.

BPD Port Operations Center

A subfunction that consists of all activities in support of the harbor master and watch team that manage the movement of ships and schedules the delivery of services to ships. It also includes administration, management and training for all Seaport Support functions and Senior Officer Present Afloat (SOPA) Admin support.

BPE Tugs and Craft

A subfunction that consists of activities conducted to lease, operate (less pilot services) and maintain tug boats, yard oilers, barges, and other small craft (craft maintenance costs paid by other commands are NOT included in STARS/FL).

BDA	Other Port Operations
-----	-----------------------

A function that includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides indirect support to the core functions which operate the port. The subfunctions are Degaussing, Sea Air Rescue, Spill Response, and Weapons. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BDB Degaussing

A subfunction that consists of all activities in support of the operation and maintenance of the port degaussing range.

BDC Sea Air Rescue

A subfunction that consists of all activities primarily involved in providing a waterborne search and rescue capability. It includes labor and material used in the operation of rescue boats (including installation funded maintenance activities).

RFC Function

BDD Spill Response

A subfunction that consists of all activities that provide the capability to respond to hazardous spills in the harbor associated with operation of the seaport.

BDE Weapons

A subfunction that consists of all activities that provide receipt, segregation, storage, issue, handling, maintenance, tests, and checks of weapons for supported ships. The subfunction also includes explosive ordinance disposal (EOD) activities where applicable.

Other Mission Support

RFC Function

BXA	Miscellaneous Support
-----	-----------------------

Includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT subfunctions NOT SPECIFIED BELOW. The seven subfunctions of Other Mission Support include: Cemeteries, Military Banking Facility, Mobilization, Museums, Health Care Support, Retail Services Support, and Commissary Support. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BXB Cemeteries

A subfunction that consists of installation provided BOS funded activities in support of the operation of cemeteries.

BXC Military Banking Facility

A subfunction that consists of installation provided BOS funded activities in support of Military Banking Facility activities.

BXD Mobilization

A subfunction that consists of installation provided BOS funded activities in support of mobilization activities.

BXE Museums

A subfunction that consists of installation provided BOS funded activities in support of the operation of museums.

BXF Health Care Support

A subfunction that consists of installation provided reimbursable BOS funded activities in support of operations and facilities of tenant health and dental care providers. Health and dental care services are funded separately from the installation and therefore are not addressed in the "Community Support" core business area. Support provided to medical and dental activities on a reimbursable basis is charged under "Other Mission Support", using the "Health Care Support" subfunction.

BXG Retail Services Support

A subfunction that consists of installation provided reimbursable BOS funded activities in support of operations and facilities of resident retail service providers. Retail services provided by the NEX, Navy Lodge and the Commissary are funded separately from the installation and therefore are not addressed in the "Community Support" core business area. Support provided to retail activities on a reimbursable basis is charged under "Other Mission Support", using the "Retail Service Support" or "Commissary Support" subfunctions.

BXH Commissary Support

A subfunction that consists of installation provided reimbursable BOS funded activities in support of operations and facilities of a resident commissary.

Community Support (QOL)

RFC Function

BWA	Morale, Welfare and Recreation (MWR)
-----	--------------------------------------

A function which includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides activities of the normal MWR installation department. MWR has four subfunctions; Management Support, Category A, Category B, and Category C. In the following list, MWR activities are listed under their respective subfunction. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

Note 1: While Child Development Programs (CDP) are organizationally in the MWR Department as a Category B activity, the Core Model considers the CDPs as a separate function.

Note 2 The two digit number following the MWR Category activities listing is the RAMCAS account code.

BWB Management Support

A subfunction that consists of activities that provide common support services to the MWR operation such as G&A support, management, appropriated fund accounting support, and general marketing activities.

BWC Category A

A subfunction that contains the following MWR activities:

- Single Sailor Initiative (includes temp storage of HHG & parking)
- Parks and Picnic Areas
 - Parks and Picnic Areas - 08
 - Beaches - 10
- Fleet recreation - 15
- Recreation Centers/Room
 - Recreation center - 16
 - Young adult program - 17
- Library - 27
- Gym/Physical fitness/Aquatic Training
 - Gym - 61
 - Fitness center - 62
- Sports/Athletics
 - Intramural sports - 63
 - Athletics/fitness - 66
 - Aerobics - 65

BWD Category B

A subfunction that contains the following MWR activities:

- Outdoor Recreation
 - Campsites - 11
 - Outdoor recreation - 13
 - Equipment rental
- Community activities
 - Special community events - 14
 - Community center - 18
 - Communities activities - 19
- Youth activities - 20
- Before and after school care - 21
- Automotive Crafts

RFC Function

- Vehicle Storage - 30
- Car wash - 31
- Automotive - 32
- Marinas (w/o resale or Private Boat Berthing)
 - Marina Services - 34
 - General Program Operations - 10
- Arts & Crafts
 - Ceramics - 47
 - Arts, crafts, hobbies - 49
- Recreational Information Tickets and Tours (ITT) - 55
- Swimming pools - 60
- Sports program above intramural level - 64
- Bowling (12 lanes or less) - 80

BWE Category C

A subfunction that contains the following MWR activities:

- Open Messes/Clubs
 - All hands club -01
 - Officers club - 02
 - CPO club - 03
 - Enlisted club -05
 - Specialty food and beverage operations 1 - 77
 - Specialty food and beverage operations 2 - 78
 - Specialty food and beverage operations 3 - 79
 - Parcheezi' s - 82
 - Cactus Cantina - 83
 - Contract food and beverage - 84
 - Enlisted Dining Facility - 85 (see F/SF - Shelter-Subsistence/Galley)
- Fast Food - 06
- Catering -07
- Cabins/Cottages - 12
- Animal care/Veterinary service - 24
- Recreation equipment checkout - 28
- Marina services - 34 (with Resale/Private Boat Berthing)
- Golf
 - Golf - 40
 - Miniature golf - 41
 - Driving range - 42
- Bowling (13 lanes or more) - 43
- Audio/Photo & Other Resale Activities
 - Audio visual - 46
 - Recycling - 59
- Amusement Machine Locations & Centers
 - Amusement/vending machines - 56
 - Slot Machines - 57
- Bingo - 58
- Motion pictures - 50
- Recreation, General
 - Stables - 26
 - Recreation other activities - 70
 - Skeet/trap range - 39
 - Skating - 68

RFC Function

BQA	Shelter/Subsistence
------------	----------------------------

A function that includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides shelter or subsistence to eligible personnel. The subfunctions are; Bachelor Quarters (BQ), Contract Berthing, and Galley. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BQB Bachelor Quarters (including BOQ and BEQ)

A subfunction that consists of all activities in direct support of the BQ operation including the purchase, installation and maintenance of PSE and the operation of a Transient Personnel Unit (TPU).

BQC Contract Berthing

A subfunction that includes costs of contracted billeting services for drilling reservists that cannot be accommodated by installation facilities.

BQD Galley

A subfunction that consists of all installation activities in support of the management and operation of the Galley. It includes labor, supplies, and equipment used by the Galley.

BNA	Family Service Center (FSC)
------------	------------------------------------

A function which includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides direct support for FSC operations. The FSC has three subfunctions: Counseling Services, Family Advocacy Program, and Education/RAMP/TAMP. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BNB Counseling Services

A subfunction that consists of all of the activities that exist primarily to support FSC management, administration, and counseling. It includes Retiree Affairs, Foster Care, and Community Outreach.

BNC Family Advocacy Program

A subfunction that consists of all FSC activities that provide support to the Family Advocacy Program.

BND Education/RAMP/TAMP

A subfunction that consists of Family Service Center activities that provide educational services for eligible military personnel, dependents and retired personnel. It also includes support for the RAMP/TAMP program.

BJA	Child Development Program (CDP)
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A function which includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provide direct support of the CDP. The subfunctions in the CDP are Center Care and In-Home Care. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

RFC Function

BJB Center Care - 22

A subfunction that consists of all activities in direct support of the management and operation of the installation center where child development services are provided. It includes management of resources and the provision of referral services that identify other child care services available in the area.

BJC Family Child Care - 23

A subfunction that consists of all activities conducted to train, certify, and support families that provide in-home care to eligible children.

BHA Family Housing Support

A function that includes ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides Support to family housing. The subfunctions in Family Housing Support are; Management and Operations, Maintenance, Minor Construction and Major Repairs, and Police and Fire Protection. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BHB Management and Operations

A subfunction that consists of activities providing BOS support to family housing including family housing management and local area housing coordinator services. The subfunction includes housing office operation and housing referral services as well as refuse collection and disposal, pest control, custodial services, utilities, snow removal, street cleaning, and vehicle costs. (Budget Projects 10,11,12, 14 and 16 of FH, N appropriation where applicable)

BHC Maintenance

A subfunction that consists of activities that provide maintenance support to family housing units. It includes service calls, change of occupancy maintenance, interior/exterior painting, self help, maintenance and repair of exterior utilities and other real property, quarters cleaning, and vehicle maintenance. (Budget Projects 20 and 23 of FH, N appropriation where applicable)

BHD Minor Construction and Major Repairs

A subfunction that consists of major repairs and incidental alterations and additions performed on family housing and supporting facilities. (Budget Project 22 of FH, N appropriation where applicable)

BHE Police and Fire Protection

A subfunction that consists of installation funded police and fire protection provided to family housing and reimbursed from FH, N appropriation.

BMA MILPERS Services

A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provide base-wide military personnel support activities provided by the installation. MILPERS Services has five subfunctions: Ceremonial Guard, ESO/Campus, Pay and Personnel Support and Restricted Barracks. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BMB Ceremonial Guard.

A subfunction that consists of all of the activities that are part of or support ceremonial guard activities.

RFC Function

- BMC** **ESO/Campus**
A subfunction that consists of all activities that provide support to the Educational Services Officer and the Campus off-duty education program. Also includes other activities in support of testing and education.
- BMD** **Pay and Personnel Support**
A subfunction that consists of all activities that support pay and personnel services for eligible military personnel in the local area. This subfunction includes the operation of existing Personnel Support Detachments (PSDs) when assigned to the installation. It also includes activities involved in the operation of base-wide alcohol abuse education programs and other such services provided to military members.
- BME** **Restricted Barracks**
A subfunction that consists of activities that use installation BOS funds to provide Restricted Barracks services for the local area.

Facility Management

RFC Function

BVA	PW Management
	A function that INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides facilities planning and engineering, public works administrative services, real estate management and overall management in support of; maintenance and repair, facility support contracts, minor construction, utility maintenance and operations, building services, transportation maintenance and repair, and environmental services. Subfunctions are: Management and Administration, Installation Plans and Engineering, and Real Estate Management. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.
BVB	Management and Administration
	A subfunction that consists of activities that provide management and administrative support for the entire Facilities Management Business Area. It provides: 1) office services and administrative support, 2) technical and sensitive information control, 3) tracking of capital assets, 4) industrial and vehicle safety, 5) management of human resources, 6) current technical reference materials, 7) management of the Energy Conservation Program, and 8) validation of capital asset records through physical inventories.
BVC	Installation Plans and Engineering
	A subfunction that consists of activities that provide long-range planning for the use and lay out of the installation's land, facilities, and other capital assets. It also includes activities that provide planning for the acquisition, maintenance, repair, and disposal of facilities and equipment. This includes utilities systems, housing units, buildings and structures, airfields, roads, grounds, waterfront structures, and equipment.
BVD	Real Estate Management
	A subfunction that consists of activities that manage and execute real estate transactions, including leases, for the installation.
BUA	Utilities
	A function that INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides installation utilities, to include where applicable, the maintenance and operation of water, steam, electrical and other utility distribution systems. Both maintenance and operations occur in providing these subfunctions (commodities) and activities to the other core business areas. The maintenance portion is covered under Facility Management (core business), Facility Maintenance (function), and Maintenance (subfunction). The operations portion is covered under Facility Management (core business), Utilities (function), and the appropriate subfunctions (electric, sewage, etc.). The operations portion provides for the purchase, production, and distribution of utilities to the other subfunctions of the installation. When the installation does not provide its own utility services, the Utilities subfunctions act as cost centers for resources expended to provide utilities. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved. Utilities subfunctions are listed below.
BUB	Cable TV
	A subfunction that consists of activities that provide cable TV services.

RFC Function

BUC Chiller Plant

A subfunction that consists of activities that provide Chiller Plant and air conditioning services. It includes:

- air conditioning plants or equipment with a capacity of 5 to over 100 tons and related distribution systems, either as a plant serving one building or several buildings
- the cost of operation of air conditioning plants and external air conditioning distribution systems for plants of 25 to 100 ton and over capacity
- the cost of air conditioning purchased from commercial or another naval activity

BUD Electric

A subfunction that consists of activities that provide electricity. It includes:

- the buildings, installed generating equipment, and switching stations used in producing and controlling electric current at source. This includes the cost of operation of all equipment in the steam electric generating plant which is used to generate and control electric current including the operation of turbine generators, switchboards, circulating water, and condensate pumps. The cost of operation of all equipment used in the generation of electricity at internal combustion electricity plants including the cost of operation of both diesel generator and gas turbine generators and all auxiliaries
- all operating costs incidental to the exterior distribution of electricity, including transmission lines, sub-stations and switching operations, up to and including the users' meter or similar point of count
- all operating costs of Energy Monitoring and Control Systems incidental to electricity savings
- cost of electricity purchased from commercial sources including municipalities or from another naval activity

BUE Gas

A subfunction that consists of activities that provide gas for heating or as a fuel for a central power plant. It includes:

- buildings and installed generating equipment, storage tanks, and connected fuel storage for generation and storage of gas for direct heating or as a fuel for central plant
- the cost of operating gas plants to be used as fuel for heating purposes, and the cost of operating gas distribution and transmission systems including gas pipes, mains, and other appurtenances
- cost of gas purchased from commercial sources or another naval activity to be used as fuel

BUF Other

A subfunction that consists of activities that provide other utility services not otherwise addressed in the Core Business Model. It includes:

- the operation of miscellaneous central plants, systems, and buildings including: maintenance of acetylene and oxygen generating plants; operation of installed ice manufacturing equipment which, for inventory purposes, is a part of the maintenance and production building in which it is housed; operation of installed cooling or refrigeration equipment which, for inventory purposes, is a part of the cold storage building in which housed; and the cost of gas, fuel, oil, and solid fuels consumed for heating including cooking and hot water
- the costs of operating all other utility distribution systems

RFC Function

BUG Pneumatic Power

A subfunction that consists of activities that provide compressed air. It includes:

- the cost of compressed air plants and systems (including installed generating equipment), and pneumatic power (compressed air) distribution systems
- the cost of operation of pneumatic power plants
- the purchase of compressed air from commercial or Navy sources

BUH Pure Water

A subfunction that consists of activities that provide nuclear reactor water. It includes the facilities used in the treatment of nuclear reactor water.

BUI Sewage

A subfunction that consists of activities that provide sewage services. It includes:

- buildings and facilities for the treatment and disposal of sewage and industrial waste including treatment plants, septic tanks, drain fields, outfall sewers and storm drainage systems
- operating costs of sewage and liquid waste treatment pumping plants and equipment, treatment and purification facilities and disposal
- operating costs incidental to the exterior distribution system including sewers, lift stations, and other appurtenances for domestic waste and for combined storm water and sanitary systems up to the 5-foot building lines and other appurtenances
- cost of sewage treatment purchased from commercial sources including municipalities or from another naval activity
- costs associated with the treatment and sales or use of "gray water" used for irrigation purposes

BUJ Steam

A subfunction that consists of activities that provide steam for power and heating and hot water for heating. It includes:

- the buildings, installed generating and boiler equipment with a capacity from .75 to over 3.5 MBTU/HR, and connected fuel storage used in producing and controlling hot water and low and high pressure steam at source for heat and processing. This includes the cost of operation (including fuel costs) of equipment used to generate steam and hot water, including plants providing steam for both power and heat as well as for power only
- all operating costs incidental to the exterior distribution (transmission and distribution lines and mains) of steam or hot water plants up to and including the users' meter or similar point of count. Includes operating costs of Energy Monitoring and Control Systems incidental to steam and hot water savings
- the cost of steam and hot water purchased from commercial sources or from another naval activity.

BUK Water

A subfunction that consists of activities that provide water. It includes:

- the buildings and facilities used in the supply, storage (including storage tanks, wells and reservoirs), treatment and distribution pumping stations and valve sheds and distribution lines of potable and non-potable water, filtration plants, and pretreatment supply mains. Excludes nuclear reactor water treatment facilities
- the facilities for the desalinization of water and the cost of operation of all equipment in the desalinization of water

RFC Function

- the operating costs of potable and non-potable supply sources, collection facilities, pumping and purification, plant equipment, and the operating costs incidental to the exterior potable and non-potable water distribution systems including laterals and pipes, up to and including the users' meter or similar points of count
- the cost of potable water purchased from commercial sources and municipalities or from another naval activity.

BFA Facility Maintenance

A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides facility maintenance and repair for buildings, piers, runways, roads, and other real property assets. It includes maintenance of real property (MRP), minor construction and alteration, dredging, and other installation centrally-managed maintenance. Subfunctions are: CBU/First Lieutenant/Self Help, Dredging, Emergency/Service, Maintenance, Minor Construction and Alteration, and Preventive Maintenance. When the installation does not provide its own facility maintenance services, the facilities maintenance subfunctions act as cost centers for resources expended to provide facility maintenance services. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

Note for Special Projects:

If the echelon II provides special project funding to the installation in its budget, the costs incurred will be reflected in IMAP reports.

Special projects funding retained and managed by the echelon II commander will not be included in the IMAP reports.

BFB CBU/1st Lt./Self Help

A subfunction that consists of activities of the CBU and 1st Lieutenant entities in providing maintenance and repair/minor construction and alteration, and general self help work for the installation. For the CBU it includes the BOS costs of projects undertaken for the installation. It also includes the costs incurred by the 1st Lieutenant organization in providing support services and self help work for labor only all other costs are charged to the appropriate code. (This work is normally considered part of the other subfunctions within the Facility Maintenance function but will be tracked separately for IMAP purposes.)

BFC Dredging

A subfunction that consists of activities that provide dredging services.

BFD Emergency/Service

A subfunction that consists of activities that provide Emergency/Service for installation facilities. The subfunction includes service work (labor class code 01) and emergency work (labor class code 02). Service work is defined as minor in scope, not emergency, and can be accomplished in less than an established number of hours (usually 16). Cost limits are sometimes established. Work with significant material requirements is inappropriate for handling as service work. Emergency work is defined as work which requires immediate action to prevent loss or damage to government property; restore essential services that have been disrupted; or eliminate personnel hazards. The emergency classification assignment continues until the emergency situation has been alleviated.

RFC Function

BFE Maintenance

A subfunction that consists of activities that provide facility maintenance and repair not included in Preventive Maintenance or Emergency/Service. It includes both recurring and non-recurring maintenance and repair work. It also includes standing job order work, minor work, and specific maintenance and repair. Routine, recurring, or cyclic work is repetitive in nature. The frequency and scope can generally be increased or decreased without fully eliminating the work. Non-recurring or non-repetitive work requires a one-time fix, and when completed, the problem is generally alleviated.

BFF Minor Construction

A subfunction that consists of activities that provide minor construction and alteration work on Navy real property.

BFG Preventive Maintenance

A subfunction that consists of activities that provide installation-wide preventive maintenance. It includes activities that consist of examination, lubrication, minor adjustment, and minor repair of dynamic equipment. It is concerned primarily with items that, if disabled, would interfere with essential operations, endanger life and/or property, or involve high cost or long lead time for replacement. This includes periodic inspections and servicing, the monitoring of equipment repairs including labor and materials, and the maintenance of inventory data including spare parts numbers, spare parts stocked, and set-up requirements where necessary.

BBA Building Services

A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides building services for the installation, exclusive of family housing areas. It includes refuse collection, recycling, janitorial, pest control, and other installation centrally-managed building services. Subfunctions are Janitorial, Pest Control, and Refuse Collection/Recycling. When the installation does not provide its own building services, the building service subfunctions act as cost centers for resources expended to provide building services. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BBB Janitorial

A subfunction that consists of activities that provide janitorial services.

BBC Pest Control

A subfunction that consists of activities that provide pest control services.

BBD Refuse Collection/Recycling

A subfunction that consists of activities that provide refuse collection and recycling services including the transfer of marketable items to the servicing Defense Reutilization Management Office (DRMO).

BGA Grounds Maintenance

A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides grounds maintenance services for the installation. It includes landscaping, maintenance of grounds, street sweeping, snow removal and other installation centrally managed grounds maintenance services. Subfunctions are Grounds Maintenance and Landscaping, and Street Sweeping and Snow Removal. When the installation does not provide its own grounds maintenance services, the Grounds Maintenance subfunctions

act as cost centers for resources expended to provide grounds maintenance services. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

RFC Function

BGB Grounds Maintenance and Landscaping

A subfunction that consists of activities that landscape and maintain the installation grounds.

BGC Street Sweeping and Snow Removal

A subfunction that consists of activities that clean and remove snow from installation roads, runways, piers and other installation property.

BTA Transportation

A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provide transportation services for the installation. It includes vehicle, crane, GSE/MHE, railroad, and other installation centrally managed transportation services. Subfunctions are: Management and Administration, Construction, Crane, GSE/MHE, Other, Railroad, and Vehicles. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BTB Management and Administration

A subfunction that consists of activities that provide management and administrative support for the entire Transportation function.

BTC Cranes

A subfunction that consists of activities involved with operation and maintenance of cranes in support of installation crane services.

BTD Vehicles

A subfunction that consists of activities involved with operation and maintenance of vehicles for the installation; including cars, buses, and trucks plus towing service for the entire transportation fleet.

BTE GSE/MHE

A subfunction that consists of activities involved with operation and maintenance of ground support equipment and material handling equipment in support of installation services.

BTF Construction

A subfunction that consists of activities involved with operation and maintenance of construction equipment for installation provided construction support services.

BTG Railroad

A subfunction that consists of activities involved with operation and maintenance of railroads in support of installation railroad services.

BTH Other

A subfunction that consists of activities involved with other transportation equipment support services.

BEA Environmental

A function that INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provide environmental services for the installation. It includes pollution

Prevention. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

RFC Function

BEB Clean-up

A subfunction that consists of activities required to restore areas environmentally damaged by past or current installation processes. It includes activities undertaken to respond to future environmentally damaging occurrences such as oil spills.

BEC Compliance

A subfunction that consists of activities that are needed to comply with environmental regulations.

BED Conservation

A subfunction that consists of activities that conserve the natural resources of the installation and surrounding area. It includes Cultural Resources Conservation.

BEE Pollution Prevention

A subfunction that consists of activities that are undertaken to prevent environmental pollution. It includes environmental lab services.

Public Safety

RFC Function

BLA	Force Protection
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A function that INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW subfunctions and activities that provides police and emergency security services to the installation. The Force protection subfunctions are Disaster Preparedness, Guard/Security/Traffic, and Law Enforcement and Crime Prevention. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BLB Disaster Preparedness

A subfunction that consists of activities conducted principally to plan, equip and train the installation to react to large scale disasters that threaten the installation or surrounding community.

BLC Guard/Security/Traffic/Anti-terrorism

A subfunction that consists of activities providing, 1) guards or sentries to meet security requirements, 2) waterborne security, 3) anti-terrorism protection, 4) pass and decal office operations, and 5) enforcement of traffic regulations.

BLD Law Enforcement and Crime Prevention

A subfunction that consists of activities dedicated specifically to the prevention and investigation of crime. It includes management and administrative support, criminal investigations, military working dogs, armory, crime prevention training, and brig and correctional custody operations.

BLA	Fire and Safety
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A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provide fire prevention and protection, hazardous material, emergency medical response, and industrial safety protection services. The subfunctions included are Emergency Medical (EM) Response, Fire Protection/HAZMAT, and Centrally Managed Safety Programs/NAVOSH. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BKB Emergency Medical Response

A subfunction that consists of activities that are principally involved with providing emergency medical response services to the installation.

BKC Fire Protection/HAZMAT

A subfunction that consists of fire prevention, fire fighting, and hazardous material incident response activities. It also includes Fire Prevention Training.

BKD Centrally Managed Safety Programs/NAVOSH

A subfunction that consists of activities that provide and manage general base-wide safety programs and occupational safety and health services for the installation. It consists of all management, inspection, evaluation, education and training, accident investigation and reporting and other activities involved with the operation of the Safety/NAVOSH office. It includes Industrial Hygiene support.

Command Support

RFC Function

BCA	Command
	<p>A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that support the installation staff or the Commanding Officer. The Command subfunctions are: CO/XO/Administration, Chaplain Services, G&A, Legal, MILPERS Management, Postal Operations, and Public Affairs. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.</p>
BCB	<p>CO/XO/Administration</p> <p>A subfunction that consists of all activities providing direct support to the Office of the Commanding Officer. It includes activities in support of the Executive Officer and the central command administration office. Specific activities included are Command Master Chief, DAPA, Command Managed Equal Opportunity (CMEO), Total Quality Leadership (TQL), Career Counseling, and Command Evaluation.</p>
BCC	<p>Chaplain Services</p> <p>A subfunction that consists of all of the activities that provide religious support to military personnel, dependents and retirees. It includes religious services, counseling, and other activities conducted by the installation Chaplain and staff.</p>
BCD	<p>General & Administrative</p> <p>A subfunction that includes general and administrative activities of the command not reasonably chargeable to other subfunctions at this time. It includes civilian fringe compensation charges such as separation incentive pay and famil environmental morale leave which are paid out of BOS funds.</p>
BCE	<p>Legal</p> <p>A subfunction that consists of activities involved in the operation of the installation' s legal office in support of the command and the installation staff.</p>
BCF	<p>MILPERS Management</p> <p>A subfunction that consists of activities involved with personnel management of the installation staff' s military personnel. It includes record keeping, indoctrination, assignment to work centers, security clearance management, and other related activities.</p>
BCG	<p>Postal Operations</p> <p>A subfunction that consists of activities involved in the operation of the installation' s Post Office. It includes installation BOS funded activities undertaken to deliver US mail and guard mail on the installation.</p>
BCH	<p>Public Affairs</p> <p>A subfunction that consists of activities involved in the operation of the installation' s Public Affairs office.</p>

RFC Function

BRA	Resource Management
	A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides financial and human resource management services for the installation staff. Subfunctions are: Civilian Personnel Management, Civilian Personnel PCS, Financial Management, and Intra Station Moves. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.
BRB	Civilian Personnel Management
	A subfunction that consists of activities that provide civilian personnel management and labor relations services for the installation. It includes Civilian Personnel Security Clearance support.
BRC	Civilian Personnel PCS
	A subfunction that consists of activities that provide CIVPERS permanent change of station move support.
BRD	Financial Management
	A subfunction that consists of activities that provide installation financial planning, management analysis, budget, accounting and disbursing services. It includes tenant support agreements and the management and administrative activities that support the Financial Management function.
BRE	Intra Station Moves
	A subfunction that consists of activities that manage and support installation BOS financed intra station moves.
BSA	Supply
	A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provides supply and logistics services to the installation. Subfunctions are: Inventory Control, Management and Procurement, POL Management, SERVMART and Warehousing. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.
BSB	Inventory Control
	A subfunction that consist of activities involved in managing stocks of supplies (either raw commodities or end-use items) necessary to support other end users. This includes commodity management, technical support, cataloging, supply standardization, stock control, training, and inventory control support. It does not include management of POL inventories.
BSC	Management and Procurement
	A subfunction that provides for the management and administration of installation Supply activities. It includes procurement, contracting, contract administration and small purchasing services for the installation. It also includes maintenance of accountability records and routine inventory checks on location and condition of minor property. It includes installation support for personal property management activities and management of the CHRIMP program.
BSD	POL Management
	A subfunction that consists of activities that manage and support installation POL resources.
BSE	SERVMART
	A subfunction that consists of activities that manage and support the installation SERVMART. This subfunction applies only to installations that operate the SERVMART.

RFC Function

BSF Warehousing

A subfunction that consists of activities involved in storing material for future use or shipment. It includes receiving, material handling (including reprocessing), issue, shipping, warehouse inventory control, internal security activities and associated transportation costs.

BIA Information Services

A function which INCLUDES ANY MANAGEMENT, OVERHEAD, AND SUPPORT functions NOT SPECIFIED BELOW that provide installation wide information services. Subfunctions are ADP, Audio/Visual/Printing, and Base Communications. This is a temporary holding account until a new RFC subfunction and definition, is requested by your activity, and approved.

BIB Automatic Data Processing

A subfunction that consists of activities that support the operation and maintenance of computers, including software and hardware support. It includes centrally managed network operations and ADP support.

BIC Audio/Visual/Printing

A subfunction that consists of centrally managed audio, visual and printing services. It includes print reproduction services and operational costs associated with armed forces radio and television facilities.

BID Base Communications

A subfunction that consists of activities that operate, equip, maintain and manage the base communications office (BCO). It includes activities that provide base-level administrative telephone services to Navy and non-Navy customers. It also includes the operation, maintenance, and management of switches and on-base telephone cable plants. The subfunction also includes the operation of "centrally managed" intercommunication systems such as intercoms, walkie-talkies, electronic pagers, video conferencing, and other communications devices.

MISSION AREA:
Communications - Cxx

OVERSEE THE OPERATION OF THE INFORMATION RESOURCE INFRASTRUCTURE PROVIDING REQUIRED INFORMATION TO THE END-USER. THE INFRASTRUCTURE INCLUDES VOICE, VIDEO, AND DATA TRANSMISSION, (E.G., MESSAGE TRAFFIC) PROCESSING ON DEPARTMENT OF DEFENSE (DOD) AND COMMERCIAL MEDIA.

RFC Function

- CAA PROVIDE COMMAND/MISSION AREA SUPPORT SERVICES WHICH CROSS THE RFC LINES.
Task: Provide command/mission area support services.
Example: managerial, administrative, supervisory, clerical, quality assurance etc.,
- CAB PROVIDE RESOURCE MANAGEMENT SUPPORT SERVICES WHICH CROSS THE RFC LINES.
Task: Provide resource management support services.
Example: budget, manpower, civilian personnel.
- CAC PROVIDE ADP SUPPORT SERVICES WHICH CROSS THE RFC LINES.
Task: Provide ADP support services.
- CAD PROVIDE SUPPLY SUPPORT SERVICES WHICH CROSS THE RFC LINES.
Task: Provide supply support services.
- CBB OPERATE JOINT FLEET TELECOMMUNICATIONS OPERATIONS CENTER (JFTOC).
Task: Allocation, management and operation of messaging processing; management of technical control functions, including Defense Communication System (DMS), assets; allocation and management of regional assets in support of Joint and Fleet Commanders; assists tactical users with resolution of telecommunications issues and with direction of restoral plans for ship or shore outages.
- CCB PERFORM TELECOMMUNICATIONS EQUIPMENT MAINTENANCE.
Task: Perform organizational-level planned and corrective maintenance and required field changes or modifications on assigned and installed telecommunications equipment dedicated to the telecommunications mission area. Includes all management, supervision, administrative, clerical and supply support directly related to the functional area.

RFC Function

CDB OPERATE A GLOBAL COMMAND AND CONTROL SYSTEM (GCCS) SUPPORT FACILITY.

Task: Global Command and Control System (GCCS) Support Facility Supports, joint and service operational command and control requirements for unified, sub-unified, and component commanders in chief (CINCs) and other pacific area ashore and afloat activities. Responsible for exercising operational direction and management control over the operation and maintenance of the Global Command and Control System (GCCS), the Top Secret Support System (TS3) and administers the Joint Maritime Command Information System (JMCIS). (NCTAMS EASTPAC only).

CEB OPERATE AN ASHORE MOBILE CONTINGENCY COMMUNICATIONS UNIT.

Task: Operation of an ashore mobile contingency communications (AMCC) unit designed to be transported to and operated in remote locations in contingency situations. Includes maintaining the van in a ready status capable of deployment on 24-hour notice, operation of the van on a continuous basis while deployed and administrative and logistical support to ensure readiness and operation. Perform communications material security (CMS) local holder duties; maintain unit in readiness status; deploy AMCC unit; prepare for operation; operate unit power source; operate required communications circuits; process message traffic; destroy classified material; conduct end of radio day (RADAY) close-out; effect change of watch; conduct cryptographic restarts; return AMCC unit to parent command; and inspect, clean and repair AMCC unit.

CFB PROVIDE NAVY-MARINE CORPS MILITARY AFFILIATE RADIO SYSTEM NAVMARCORMARS).

Task: Provide functional support for NAVMARCORMARS.

CGB PROVIDE TRANSMITTER FACILITY.

Task: The Transmitter Site is equipped with the necessary facilities and equipment to radiate electromagnetic energy. The information to be transmitted is received from local and/or distant units and stations, and passed through the Technical Control Facility in the form of analog or digital data. The majority of the work performed includes basic work related functions of transmitter tuning, DC/AUDIO or patch manipulation, quality monitoring of transmitted signals, and antenna switching.

RFC Function

CHB PROVIDE RECEIVER FACILITY.

Task: The Receiver Facility is equipped with the necessary facilities and equipment to receive electromagnetic energy and convert it into signals that are rerouted to/through the Technical Control Facility for further processing to local and/or distant units and stations. The majority of the work that is performed includes receiver tuning DC/Audio patch manipulation, quality monitoring of receiver signals and antenna control. Additionally, provides quality control and operate patching facilities to deliver incoming signals to main distribution frames in the communication center.

CIB OPERATE BASE OPERATION OFFICE (BCO).

Task: Manage Base Level Information Infrastructure (BLII); provide voice, video and data services; provide help desk function of all BLII services not covered by RFC BID. RFC BID is used for installation support functions receiving base operating support funds as defined by the Installation Management Accounting Project (IMAP).

CIC OPERATE DEFENSE RED SWITCH (DRSN).

Task: Provide a total secure telephone requirement.

CJB PROVIDE TECHNICAL CONTROL FACILITY (TCF), AUTOMATED NETWORK CONTROL CENTER (ANCC), AND AUTOMATED TECHNICAL CONTROL (ATC).

Task: TCF: Includes technical control, circuit management, quality control, analysis, facility supervision, shift supervision, administration, training, operator maintenance and cleanup. Note: Includes coordination via secure voice, tactical voice switchboard, DAMA and VERDIN, if operated 24 hours per day, 7 days per week in the technical control work center. Includes operation of small, manual secure voice switches or patch panels but does not include manning of secure voice switchboard.

Task: ANCC: An interactive, real-time, computer-based circuit control and switching system designed to automate functions that have previously been performed manually in Navy technical control facilities. The ANCC/ATC will automate the five major functional areas of a technical control facility. (1) Service establishment and restoration, (2) Performance assessment, (3) Coordination, (4) Fault isolation and, (5) reporting/record keeping. The ANCC and ATC systems are functionally identical, with the ANCC being fielded at the NCTAMS.

RFC Function

Task: ATC: The ATCs are functionally identical with ANCC systems, the distinction is ATCs are being fielded at smaller locations, such as NAVCOMTELSTAs.

CKB PROVIDE LEGACY TRANSITION SYSTEM IN SUPPORT OF DMS.

Task: Operate Naval Communication Processing and Routing System (NAVCOMPARS).

Operate Common User Digital Information Exchange System (CUDIXS).

Operate Tactical Data Information System (TADIXS).

Operate VLF/LF Multi-Module Multi-Channel Broadcast System/Integrated Submarine Automated Broadcast Processing System (VERDIN/ISABPS).

Operate Manual Relay Center Message Terminal (MARCEMP).

Operate Personal Computer Message Terminal (PCMT).

Operate Multi-Level Mail Server (MMS).

Operate Message Distribution Terminal (MDT).

Operate NOVA System.

CKC OPERATE NET OPERATIONS CENTER (NOC).

Task: Provide management of networks and information Systems for the Mediterranean, Pacific and Atlantic Regions.

Task: Operations: Provide network support, network monitoring, circuit establishment, circuit restoral, security monitoring, problem isolation, maintenance, and mail hub maintenance, and network help desk service to customers.

Task: Engineering: Provides planning and implementation of future capabilities, network architecture, interoperability, integration, configuration management, program coordination, network implementation, restoral capability, and operator training.

CKD OPERATE DEFENSE MESSAGE SYSTEM (DMS), LOCAL CONTROL CENTER (LCC).

Task: Provide the management for record messages from writer to reader desktop.

CKE OPERATE THE NAVY COMMON SOURCE ROUTE FILE (NAVCSRF).

Task: The Navy Common Source Route File (NAVCSRF) is the single update source for Plain Language Addressing (PLA) within the Navy. As such, NAVCSRF operates a unique local area network system directly connected to NAVCOMPARS that incorporates the addressing requirements of all fleet and mobile units on a continuous basis. The NAVCSRF produces the Distribution Plain Language Address Verification System (DPVS) which makes available to authorized DOD users the complete PLA database for use with any message drafting software. The NAVCSRF provides authoritative PLA database updated for Defense

RFC Function

Information Systems Agency (DISA) Message Conversion System (MCS). The MCS performs automated PLA-to-routing indicator conversion for all messages sent in modified ACP 126 format. MCS functions are being performed at ASC Ft. Detrick and ASC Hancock and ultimately will be performed by each NCTAMS. The primary update method for MCS is via the Update Authority Component (UAC) located at the NAVCSRF. The UAC processes all update transactions That NAVCSRF creates for the NAVCOMPARS database, and passes them to the MCS via SIPRNET.

CKF PROVIDE NETWORK MONITORING CENTER (NMC).

Task: Provide reliable and efficient Unclassified Internet Protocol Router Network (NIPRNET) and Secret Internet Protocol Router Network (SIPRNET) resources and management services for NAVEUR and NAVCENT warfighters.

CMB OPERATE SATELLITE COMMUNICATION (SATCOM).

Task: Activities utilizing AN/FSC-78. AN/GSC-79, AN/GSC-39, and/or AN/TSC-54, with or without Digital Communication Subsystem (DCSS) equipment configurations. Includes management, health, welfare, moral and discipline, communication-electronics staff support, administration, training, and personnel; operations, quality control and evaluation support; and material control support directly related to the operation of the work center.

Operate an Electronic Counter Measure/JAM Resistant Secure Communication (ECOM/JRSC) terminal (AN/USC-28).

Operate a GSC-52 Satellite System.

Operate a Demand Assigned Multiple Access (DAMA) Satellite System.

CMC OPERATE SATELLITE COMMUNICATION MANAGEMENT CENTER (SMC).

Task: Operate a Joint Satellite Communication Management Center (SATCOMMGMTCEN). Responsible for coordinating, planning, scheduling, and providing weekly UHF satellite-messaging reports.

CMD PROVIDE GLOBAL BROADCAST SERVICE (GBS)

A system of broadcast managers, injection points, broadcast satellites, and receiver terminals, as well as operational control and management (OCM) processes for requesting and coordinating the distribution of information products.

RFC Function

CNB OPERATE AN AUTODIN SWITCHING CENTER (ASC).

Task: Operate an AUTODIN Switching Center (ASC), including maintenance of ASC equipment. Includes management, supervision, clerical, and administrative support directly related to the functional area. (NCTAMS EASTPAC only).

CPB OPERATE A FLEET CENTER.

Task: Operate service desk functions for the Naval Communication Processing and Routing System (NAVCOMPARS), and other services required within the geographical area.

CQB OPERATE TACTICAL SUPPORT COMMUNICATION (TSC COMM).

Task: Operating TSC COMM platform applies to those work centers operating a tactical submarine support communication platform (subsystem). More specifically, it applies to operational TSC COMM which are those work centers operating a submarine support communication platform primarily to provide external tactical communication support for the Tactical Communication Operations Center (TSCCOMMOC) on a continuous basis (24 hours per day, 365 days per year), and to non-operational TSC COMM which are those work centers operating a submarine support communication platform primarily to provide training on a non-continuous basis. Includes all management, supervision, clerical administrative and supply support directly related to the functional area.

CSB OPERATE SPECIAL COMMUNICATION (SPECOMM) FACILITY.

Task: Operate and maintain on continuous basis (24 hour per day, 7 days per week) a Special Communication (SPECOMM) Facility. Receive CIRCUIT MAYFLOWER transmissions; receive CLARINET MERLIN transmission; comply with operational Frequency Quality Assurance Program (FQAP); comply with training and exercise procedure; maintain frequency time schedule (FTS); receive narrative incoming message; operate station orderwire; maintain supervisors log; effect change of the watch; destroy classified material; perform communication security material system (CMS) local holder and responsible user duties; conduct end or radio day (RADAY) close-out; maintain operational files; conduct and receive operational training; acquire parts; maintain equipment; conduct channel checks; conduct cryptographic key/restart; conduct frequency management, supervision, clerical and administrative support directly related to the functional area.

(THESE CODES WERE DELETED EFFECTIVE 30 SEP 1998)

COB OPERATE AND MAINTAIN A U.S. NAVAL LINK STATION
CRB OPERATE AREA COMMUNICATIONS OPERATIONS (COMMUNICATIONS
AREA MASTER STATION ONLY)
CTB PROVIDE SUBMARINE TELECOMMUNICATIONS CENTER SERVICES
C99 PROVIDE COMMUNICATIONS SERVICES NOT SPECIFICALLY ADDRESSED

RFC Function

- *CT1 PROVIDE COMMUNICATION FACILITIES MANAGEMENT/SUPPORT NEW
Task: Provide management, planning and programming in support of communication facilities power and antenna programs at Government Owned Contractor Operated (GOCO) sites and tenant sites supported by NAVCOMTELCOM. (NAVCOMTELCOM only)
- *CT2 PROVIDE COMMUNICATION ANTENNA MAINTENANCE SUPPORT NEW
Task: Provide antenna maintenance of HF, VLF, UHF, SHF, and other antenna systems supporting Naval and DOD communications systems. (NAVCOMTELCOM only)
- *CT3 PROVIDE COMMUNICATION UPS/POWER SUPPORT NEW
Task: Provide operation and maintenance for standby generators and Uninterruptable Power Systems (UPS) supporting communication equipment and associated facilities. (NAVCOMTELCOM only)

MISSION AREA: CRYPTOLOGY (CPY)

Provide cryptologic direct support related cryptographic services in support of Navy requirements.

<u>RFC</u>	<u>Description</u>
HAA	Provide Managerial, Administrative, Supervisory and Clerical Support Services Required to Support the Cryptology Mission Area
HBB	Provide Management and Administrative Support for an Operations Department Supporting more than one Cryptologic RFC Area SRC: CPY01.001
HCB	Perform Signal Collection Services
HDA	Provide Direction Finding Services SRC: CPY03.000 (High Frequency)
HEA	Provide Processing and Reporting Services
HFA	Provide Maintenance and Calibration of Cryptology Equipment SRC: CPY05.003
HGA	Provide Signal Security Services
HHa	Perform Special Intelligence (Si) Communications SRC: CPY07.003
HIA	Provide Cryptological Direct Support of Fleet Operations
HJA	Provide Classic Wizard Operations
HKA	Provide Communications Security (COMSEC) Material System (CMS) Services
H99	Provide Cryptology Services not Specifically Addressed

MISSION AREA: DENTAL (DEN)

Provide complete dental services to authorized personnel in the geographical area served by the facility.

<u>RFC</u>	<u>Description</u>
DAD	Provide Managerial, Administrative, Supervisory and Clerical Support Services Required to Support the Dental Mission Area
DBG	Provide Preventive Dentistry Services at Dental Facilities other than Recruit Training Centers or Recruit Depots SRC: DEN01.007
DCP	Provide Dental Treatment at a Naval Medical Clinic or Naval Hospital
DCQ	Provide Dental Treatment at Other Than RTC, MCRD, Naval Medical Clinic, or Naval Hospital
DDB	Perform Maintenance on Assigned Dental Equipment SRC: DEN03.001
DEB	Provide Dental Laboratory Services
DFB	Provide Residency/Postgraduate Training SRC: DEN05.001
DGA	Provide Preventive Dentistry Services and Dental Treatment at a Recruit Training Center or Depot
D99	Provide Dental Services not Specifically Addressed

MISSION AREA: ELECTRONIC ENGINEERING/MATERIAL SUPPORT (ELX)

Provide Engineering/Material Support of Electronic Hardware/Software Systems to satisfy the Development, Installation, Removal, Test and Evaluation, Maintenance, and Logistic Requirements throughout their service life.

<u>RFC</u>	<u>Description</u>
EBA	Provide Electronic Systems Engineering Services
ECA	Provide Instrumented Surveys
EDA	Provide Intermediate/depot Level Maintenance Support Services SRC: ELX03.001 SRC: ELX03.002
EEA	Provide Standards/Calibration Services not Specifically Addressed in other Mission Areas SRC: ELX04.001-.002 SRC: ELX04.005
EFA	Provide Mobile Technical Assistance Units/Teams
EGA	Provide Avionics Technical Support Services at NAVAVIONICCEN Indianapolis SRC: ELX06.001-.008
EHA	Provide Naval Sea Support Center Services
E99	Provide Electronic Engineering/Material Support Services not Specifically Addressed

MISSION AREA: ENVIRONMENTAL SUPPORT (OCEANOGRAPHY) (ENV)

Plan, coordinate and execute those functions pertaining to Naval Oceanography (Oceanography; Meteorology; Mapping, Charting and Geodesy; Astronomy; and Chronometry).

<u>RFC</u>	<u>Description</u>
JBB	Provide Operational Oceanographic Services and Support SRC: ENV01.001 (Regional Centers) SRC: ENV02.001 (Command Centers) SRC: ENV03.001 (Command Facilities) SRC: ENV04.001 (Command Detachments) SRC: ENV07.200 (Naval Oceanographic Office and Support Units) SRC: ENV07.300 (Naval Oceanographic Office and Support Units) SRC: ENV07.400 (Naval Oceanographic Office and Support Units)
JJB	Provide Fleet Numerical Oceanography Center Operations and Support SRC: ENV05.001
JKB	Operate the Naval Observatory and Detachments
JLB	Provide Meteorological Support for Antarctic Environmental Operations
JPB	Provide Meteorological/oceanographic/Hydrographic Services in Support of Range Operations
JQB	Provide Operational Environmental Services via a Mobile Environmental Team
J99	Provide Environmental Support (Oceanography) Services not Specifically Addressed

MISSION AREA: FACILITIES SUPPORT (FAC)

Provide Naval Construction Force (SEABEES) capabilities and support. Provide Facilities Support in the areas of: Planning, Programming and Construction of Shore Facilities; Family Housing; Facilities Engineering and Maintenance; Transportation Maintenance and Operations; Utilities; and Environmental Protection.

<u>RFC</u>	<u>Description</u>
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FUA	Provide Naval Construction Force (NCF) Capabilities/Support SRC: FAC27.001-.007 (Peacetime) SRC: FAC27.101-.107 (Wartime)
FUP	Provide Construction Battalion Center (CBC), Construction Equipment Department (CED), Prepositioned War Reserve Material Stock (PWRMS), And Civil Engineering Support Office (CESO) SRC: FAC27.011
FWB	Provide Facilities Support at Engineering Field Divisions (Less Family Housing and Transportation Functions) (Note: Does not include Fire Marshall functions (See FIR Mission Area)) SRC: FAC23.001-.002 SRC: FAC23.021-.022
FXA	Provide Facilities Maintenance and Support Services at Public Works Centers (Less Family Housing Services and Transportation Functions) SRC: FAC24.010
FYA	Provide Facilities Maintenance and Support Services at Public Works Departments (Less Family Housing Services and Transportation Functions) SRC: FAC25.001 SRC: FAC25.006-.007 SRC: FAC25.011
FZA	Provide Facilities Support/Services at Activities other than those Specifically Addressed (Less Family Housing Services and Transportation Functions) SRC: FAC26.001
FZ2	Provide Management and Administration of Transportation Program; Transportation Maintenance and Operations Services and Support SRC: FAC25.015-.042 SRC: FAC26.015-.040
FZ3	Provide Management and Administration of Family Housing Program; Field Operations Services and Support

<u>RFC</u>	<u>Description</u>
FZ5	Provide Environmental and Natural Resources Protection Support Services as Identified in OPNAVINST 5090.1
F99	Provide Facilities/support Services not Specifically Addressed

MISSION AREA: FINANCIAL SERVICES (FIN)

Provide financial planning, programming, budgeting, accounting, disbursements and performance analysis.

<u>RFC</u>	<u>Description</u>
KAB	Provide Comptroller Services (Applies to all Naval shore activities tasked to perform authorization accounting functions except Navy Industrial Fund (NIF) activities under KFB or KFP and Commissary Stores under the PER Mission Area) SRC: FIN00.001
KAC	Provide Internal Review Services (Excludes Financial Information Processing Center (FIPC) and Financial Processing Center (FPC) activities under KCB and NIF activities under KFB or KFP)
KAH	Provide Naval Audit Services
KBB	Provide Budget Services (Applies to all Funds Administering Activities performing memorandum accounting. Excludes activities performing authorization accounting under KCB/KCC, NIF activities under KFB/KFP and Commissary Stores under the PER Mission Area)
KCB	Provide Regional Accounting Services (Pertains to FIPC/FPC activities only. Excludes activities maintaining unofficial accounting records and Commissary Stores under the PER Mission Area)
KCC	Provide Authorization Accounting Services (Excludes FIPC/FPO activities under KCB, NIF activities under KFB or KFP and Commissary Stores under the PER Mission Area)
KCD	Provide Civilian Payroll Services SRC: FIN02.004 (Shipyard MIS) SRC: FIN02.005 (UADPS) SRC: FIN02.006 (CNM LAB) SRC: FIN02.007 (MSDO) SRC: FIN02.008 (MISC HV) SRC: FIN02.009 (MISC LV)
KDA	Provide Disbursing Services Support (PSA) SRC: FIN03.000

<u>RFC</u>	<u>Description</u>
KDB	Provide Military Pay Disbursing Services (PSD) SRC: FIN03.001KDC Provide Travel/Public Voucher Disbursing Services (PSD/P.A.) SRC: FIN03.002
KDD	Provide Public Funds Disbursing Services (P.A./PSD) SRC: FIN03.003
KDE	Provide Disbursing Services (Excludes FIPC/FPC activities under KCB, PSAs/PSDs and NIF activities under KFB or KFP)
KFB	Provide Navy Industrial Fund (NIF) Financial Services SRC: FIN05.001
K99	Provide Financial Services not Specifically Addressed

MISSION AREA: FIREFIGHTING (FIR)

Prevent, control, extinguish, and investigate all types of fires.

<u>RFC</u>	<u>Description</u>
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LAC	Provide Area Fire Marshal Services and Support Provided by NAVFACENGCOM/EFDS/CINCPACFLT SRC: FIR00.001-.002
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LBB	Provide Fire Prevention Inspections SRC: FIR01.001
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LCA	Provide Firefighting Operations SRC: FIR02.001-.008
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L99	Provide Firefighting Support Services not Specifically Addressed
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MISSION AREA: FLIGHT SUPPORT SERVICES (FSS)

Provide and maintain facilities and services necessary to support flight operations from a land base.

<u>RFC</u>	<u>Description</u>
NAB	Provide Managerial, Administrative, Supervisory and Clerical Support Services, Including Quality Assurance, Required to Support Areas within the Flight Support Services Mission Area
NCC	Provide Air Traffic Control Services SRC: FSS02.002-.004
NDA	Provide Fleet Air and Surface Operating Area Scheduling, Control, and Surveillance Services SRC: FSS03.000-.003
NEA	Provide Air Terminal Services
NFA	Provide Ground Electronics Maintenance
NGA	Provide Aircrew Services
NJA	Provide Field Support Services
NMA	Provide Helicopter Landing Training Services (Applies to the Helicopter Landing Training Ship (HLT-1), NAS Pensacola FL only) SRC: FSS12.001
N99	Provide Flight Support Services not Specifically Addressed

MISSION AREA: INTER/INTRA COMMAND SUPPORT (ICS)

Provide specialized professional services and clerical support to own command and other Navy activities.

<u>RFC</u>	<u>Description</u>
IAB	Command and Administer a Naval Shore Activity SRC: ICS00.001
IAD	Officer-in-Charge, Naval Shore Activity
IBD	Provide Naval Council of Personnel Boards Service
IBE	Board for Correction of Naval Records
IBF	Provide Convening Authority Legal Services SRC: ICS01.005-.006
IBL	Provide Naval Legal Service Office/detachment, Legal Functions SRC: ICS01.011
IBN	Provide Supervisory Authority Legal Services SRC: ICS01.013
IBO	Provide Trial Judiciary Legal Services SRC: ICS01.014
IBQ	Provide Office of Counsel Legal Services
ICG	Provide Public Affairs Services at the NAVINFO Level SRC: ICS02.006
ICH	Provide Public Affairs Services at the ND/TYPE Command Level SRC: ICS02.007
ICI	Provide Public Affairs Services at the Base/Station Activity
ICK	Provide Fleet Hometown News Service SRC: ICS02.010
ICX	Provide Public Affairs Center Services, San Diego, CA SRC: ICS02.023

<u>RFC</u>	<u>Description</u>
IDB SRC:	Provide Navy Patent Counsel Services ICS03.001
IDC	Provide Claimant Patent Counsel Services SRC: ICS03.002
IDD	Provide Activity Patent Counsel Services SRC: ICS03.003
IEA	Provide Claimant/Sub-claimant Religious Program Support Services SRC: ICS04.000
IEB	Provide Conus Religious Program and Consultations SRC: ICS04.001
IEC	Provide Overseas Religious Program and Consultations SRC: ICS04.002
IED	Provide Training Command Religious Program and Consultations SRC: ICS04.003
IEE	Provide Hospital Religious Program and Consultations SRC: ICS04.004
IEF	Provide Fleet Marine Force Religious Program and Consultations
IEG	Provide Distribution and Placement of Chaplains SRC: ICS04.007
IEH	Recruitment for Chaplain Corps SRC: ICS04.008
IEI	Operate Chaplain Resource Board SRC: ICS04.009
IEJ	Provide Naval Reserve Chaplain Program SRC: ICS04.010
IEK	Provide Naval Alcohol and Drug Rehabilitation Center Religious Program and Consultations SRC: ICS04.011

<u>RFC</u>	<u>Description</u>
IEL	Provide Chaplains Religious Enrichment Development Operation (CREDO) SRC: ICS04.012
IFB	Provide an Aviation Safety Program SRC: ICS05.001
IFC	Provide and Administer an Occupational Safety and Health Program SRC: ICS05.002 (Type A Activities) SRC: ICS05.003 (Type B Activities) SRC: ICS05.004 (Type C Activities) SRC: ICS05.005 (Type D Activities) SRC: ICS05.006 (Type E Activities) SRC: ICS05.007 (Type F Activities) SRC: ICS05.008 (Type G Activities)
IFK	Provide Naval Safety Center Programs and Services SRC: ICS05.010-.016
IFU	Provide Disaster Preparedness Program Services
IGU	Provide Technical Information Services at NATC Patuxent River
IHA	Provide Management Assistance Support Services
IIB	Provide Administrative Support Services SRC: ICS08.001
III	Provide Reprographic Services SRC: ICS08.008
IIJ	Provide Word Processing Services SRC: ICS08.009
IIK	Provide a Centralized Mail and or Locator/Correspondence Distribution System/Mail Directory Service
IJB	Command Master Chief Petty Officer SRC: ICS09.001 (Command MCPO) SRC: ICS09.002 (Fleet/Force MCPO) SRC: ICS09.003 (Headquarters MCPO)

<u>RFC</u>	<u>Description</u>
IKC	Operate a General Library SRC: ICS10.002
IKD	Operate a Museum/Art Gallery SRC: ICS10.003
IKG	Manage Navy General Library System SRC: ICS10.006 (Applies to NAVEDTRAPRODEV CEN Only)
IKH	Provide Regional Librarian Services SRC: ICS10.007
IKI	Operate a Special/Professional Library SRC: ICS10.008
ILA	Provide Planned Maintenance System (PMS) Services SRC: ICS11.006-.007
ILB	Provide Shipboard Maintenance Management (3-M) Support SRC: ICS11.001 (Type Commanders Only)
ILC	Provide Aviation Maintenance Management (3-M) Support SRC: ICS11.002 (Type Commanders Only)
IMA	Provide Music Program Management SRC: ICS12.000
IMB	Provide Band Services SRC: ICS12.001-.002
IMD	Provide Washington, DC Band Services SRC: ICS12.003-.004
IME	Provide Music Program Support SRC: ICS12.006-.007
IMF	Provide Music Program CHINFO Liaison SRC: ICS12.005
INA	Provide Audio/Visual Services
IXA	Provide Enlisted Distribution and Assignment of Personnel Management Services (Applies to NMPC, Washington, DC only)

<u>RFC</u>	<u>Description</u>
IXB	Provide Enlisted Distribution Management Assistance SRC: ICS23.001
IXC	Provide Enlisted Placement Service SRC: ICS23.002
IXD	Assign Non-rated/Non-designated Enlisted Personnel SRC: ICS23.003
IXE	Provide Enlisted Training and Administration of Reserve (TAR) Distribution Control SRC: ICS23.004
IXF	Provide Enlisted Distribution Management Information System Support SRC: ICS23.005
IXG	Monitor Transient Personnel Processing SRC: ICS23.006
IXH	Provide Centralized Enlisted Personnel Control Provide centralized control of enlisted (rated/designated strikers) distribution, assignment, and manning) SRC: ICS23.007 Provide centralized control of enlisted classification, training, and incentives SRC: ICS23.008 Provide centralized control of enlisted distribution and manning SRC: ICS23.009
IXK	Provide Officer Distribution, Assignment, and Placement SRC: ICS23.010
IXL	Provide Distribution Support Services SRC: ICS23.011
IXM	Provide Distribution Management and Control SRC: ICS23.012
IXN	Provide Control in the Allocation of Officer/enlisted Personnel SRC: ICS23.013

<u>RFC</u>	<u>Description</u>
I2B	Manage the Naval Postal System SRC: ICS25.001
I2E	Operate a Naval Postal Terminal SRC: ICS25.004 (Other than Naval Station, Norfolk, VA) SRC: ICS25.005 (Naval Station, Norfolk, VA)
I2G	Operate a Naval Post Office SRC: ICS25.006
I2B	Provide Navy Publications and Printing Service (NPPS) Division Level Support Services SRC: ICS26.001
I2C	Provide Printing Services (Command) SRC: ICS26.002
I2D	Provide Printing Services (NPPSO/NPPSO DET) SRC: ICS26.003
I2E	Provide Printing Services (NPPSBO/NPPSBO DET) SRC: ICS26.004
I2F	Perform Printing Production Processes SRC: ICS26.100-.594
I4B	Provide Naval Historical Center Services SRC: ICS28.001
I4D	Operate the USS Constitution SRC: ICS28.003
I99	Provide Inter/Intra Command Support Services not Specifically Addressed

MISSION AREA: INTELLIGENCE (INT)

Provide for the collection, evaluation, interpretation, handling, and dissemination of intelligence information.

<u>RFC</u>	<u>Description</u>
OAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the INT Mission Area and to Support Areas within the INT Mission Area Which Crosses RFC Lines
OEA	Provide Intelligence Data Handling System Services
OIA	Provide Naval Investigative Service Operations and Support SRC: INT08.001 SRC: INT08.003-.006
OJA	Provide Fleet Intelligence Center Operations and Support SRC: INT09.040-.042
OKA	Provide ASWOC Operations and Support SRC: INT10.001-.004
OLA	Provide Ocean Surveillance Services at a Naval Facility
OMA	Provide Naval Intelligence Support Center (NISC) Services
ONA	Provide Fleet Ocean Surveillance Information Center/Facility (FOSIC)/FOSIF) Services SRC: INT13.001-.002 SRC: INT13.004-.005
OPA	Provide Navy Operational Intelligence Center (NAVOPINTCEN) Services SRC: INT14.001 SRC: INT14.005
OQA	Provide Ocean Surveillance Services at a Naval Ocean Processing Facility
ORA	Provide Fleet Composite Operational Readiness Group Operations and Support
OSA	Provide Ocean Surveillance Data Evaluation Services at a Main Evaluation Center
OVA	Provide Naval Intelligence Operations Group (CTG 168) Services
OXA	Provide Naval Intelligence Processing System Support Activity Services

<u>RFC</u>	<u>Description</u>
OZA	Provide Naval Space Surveillance System (NAVSPASUR) Services
O1A	Provide Surveillance Training and Operating Procedures Standardization (SURTOPS) Program Services
O2A	Provide Submarine Surveillance Program (SSEP) Services
O3A	Provide Navy Fleet Surveillance Support Command (FSSC) and over the Horizon Radar Detachment Services
O4A	Provide Surface Ship ASW Analysis Center (SSAC) Services
O99	Provide Intelligence Services not Specifically Addressed

MISSION AREA: IN-SERVICE ENGINEERING/LOGISTICS SUPPORT (ISE)

Provides for the conduct of in-service engineering/logistics support of operational systems to satisfy the engineering, analysis tests, evaluation, maintenance and logistics requirements for operational systems throughout their entire service life.

<u>RFC</u>	<u>Description</u>
UAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the ISE Mission Areas and to Support Areas within the ISE Mission Area which Cross RFC Lines
UBA	Provide Engineering Support Services
UCA	Provide In-service Test and Evaluation Services
UDA	Provide Logistic Support Services
UEA	Provide Logistics/Lifecycle Engineering Support Services at NAVSEALOGSUPENGAC, Mechanicsburg, PA
UFA	Provide Technical Document Services at Naval Air Technical Services Facility, Philadelphia, PA
UGA	Provide Lifecycle Engineering Management and Logistics Support at NAVSEACOMBATSYSENGSTA, Norfolk, VA
UHA	Provide Nuclear Program In-service Engineering/Logistic Support Services at NAVWPNEVALFAC, Albuquerque, NM
UIA	Provide Naval Ordnance Test Unit Services
UJA	Provide In-service Engineering/Logistics Support Services at the Trident Command and Control System Maintenance Activity (TRICCSMA)
UKA	Provide In-service/Logistics Support at the Integrated Combat System Test Facility (ICSTF)
U99	Provide Inservice Engineering/logistics Support Services not Specifically Addressed

MISSION AREA: MEDICAL (MED)

Provide general clinical, hospitalization, and other health services to authorized personnel. Cooperate with military and civilian authorities in matters pertaining to health and sanitation.

<u>RFC</u>	<u>Description</u>
MAB	Provide Mission Area Support Services at the Local Command Level
MBB	Provide Primary Care Services SRC: MED01.001
MBC	Provide Emergency Care Services
MBD	Provide Ambulance Services
MB9	Perform Functions not Specifically Addressed
MCA	Provide Medical Contingency Support Services
MCB	Provide Contingency Support for Hospital Ship (TAH)
MCC	Provide Contingency Support for Casualty Receiving and Treatment Ship (CRTS)
MCD	Provide Contingency Support for Fleet Marine Force (FMF)
MCE	Provide Contingency Support for Fleet Hospital (FH)
MCF	Provide Contingency Support for Rapidly Deployable Medical Facility (RDMF)
MCG	Provide Contingency Support for OCONUS Medical/Dental Treatment Facility (OCONUS M/DTF)
MCH	Provide Contingency Support for Mobile Medical Augmentation Readiness Team (MMART)
MCI	Provide Contingency Support for Noncombatant Evacuation Operations (NEO)
MCJ	Provide Contingency Support for DOD and Federal Agencies (ASMRO, ASWBPL, Coast Guard, etc.)
MC9	Perform Contingency Functions not Covered by Existing Language

<u>RFC</u>	<u>Description</u>
MDA	Provide Medical Data Services Management and Control
MDB	Provide Program Analysis Services
MDC	Provide Information Systems Management Services
MDD	Provide Medical Data Services
MD9	Perform Medical Data Service Functions not Specifically Addressed
MEA	Provide Functional Area Management and Control for Patient Administrative Services
MEB	Provide Patient Affairs Services
MEC	Provide Outpatient Administrative Services
ME9	Perform Patient Affairs Functions not Specifically Addressed
MFA	Provide Functional Area Management and Control for Medical Administration Services
MFB	Provide Facilities Management Services at Naval Hospitals
MFC	Provide Education and Training Services at Naval Hospitals
MFD	Provide Morale, Welfare, and Recreational Services at Naval Hospitals
MFE	Provide Operating Management Services at Naval Hospitals
MFF	Provide Command Mailroom Services at Naval Hospitals
MFG	Provide Manpower Management Services at Naval Hospitals
MFH	Provide Medical Repair Services at Naval Hospitals
MF1	Provide Medical Administrative Services at Clinics
MF9	Perform Medical Administrative Functions not Specifically Addressed
MGB	Provide Naval Home Medical Support Services

<u>RFC</u>	<u>Description</u>
MGC	Provide Medically Related Services for the DOD Dependents Schools (DODDS) Program
MGD	Provide Quality Assurance Support Services
MGE	Provide Credentials Review and Privileging Support Services
MG9	Perform Medical Support Functions not Specifically Addressed
MHA	Provide Functional Area Support Services for Graduate Medical Education
MHB	Provide Specialized Graduate Medical Education Programs
MH9	Perform Graduate Medical Education Functions not Specifically Addressed
MIB	Provide Orthopaedic Services SRC: MED08.001
MIC	Provide Podiatry Services SRC: MED08.002
MJB	Provide Physical Therapy Services SRC: MED09.001
MJC	Provide Occupational Therapy Services SRC: MED09.002
MKB	Provide Surgical Services SRC: MED10.001
MKC	Provide Surgical Suite SRC: MED10.002
MLB	Provide Anesthesiology Services SRC: MED11.001
MMB	Provide Urology Services SRC: MED12.001
MNB	Provide Internal Medicine Services SRC: MED13.001

<u>RFC</u>	<u>Description</u>
MOB	Provide Family Practice Services SRC: MED14.001
MPB	Provide Pediatric Services SRC: MED15.001
MQB	Provide Psychiatry Services SRC: MED16.001
MQC	Provide Social Work Services
MRC	Provide Laboratory Services at Clinics (Excluding Those at Recruit Training Activities) SRC: MED17.002
MRD	Provide Laboratory Services at Recruit Activity Clinics SRC: MED17.003
MRE	Provide Drug Screening/Toxicology Laboratory Services
MRF	Provide Functional Management and Support at Naval Hospitals for Laboratory Services
MRG	Provide Pathologist Services at Naval Hospitals
MRH	Provide Cytopathology Services at Naval Hospitals
MRI	Provide Histopathology Services at Naval Hospitals
MRJ	Provide Clinical Pathology Services at Naval Hospitals
MRK	Provide Blood Donor Center/Transfusion Services at Naval Hospitals
MRL	Provide Clinical Investigation Services
MR9	Perform Laboratory Functions not Specifically Addressed
MSB	Provide Radiology Services at Teaching Hospitals SRC: MED18.001
MSC	Provide Radiology Services at Hospitals (Excluding Teaching Hospitals) SRC: MED18.002

<u>RFC</u>	<u>Description</u>
MSD	Provide Radiology Services at Clinics SRC: MED18.003
MSE	Provide Radiology Services Special Procedures at Clinics SRC: MED18.004
MTB	Provide Ophthalmology Services SRC: MED19.001
MTC	Provide Optometry Services at Naval Hospitals SRC: MED19.002
MTD	Provide Optometry Services at Clinics (Excluding Recruit Training Commands) SRC: MED19.003
MTE	Provide Optometry Services at Recruit Training Commands SRC: MED19.004
MTF	Provide Ophthalmic Support Services SRC: MED19.005
MTG	Provide Ophthalmic Services at Naval Ophthalmic Support and Training Activity, Yorktown, VA SRC: MED19.006
MUB	Provide Otolaryngology (Head and Neck Surgery) SRC: MED20.001
MVB	Provide Obstetrics/Gynecology Services at Naval Hospitals SRC: MED21.001
MVC	Provide Obstetrics/Gynecology Services at Naval Medical Clinics/Branch Clinics SRC: MED21.002
MWA	Provide Functional Area Management for Occupational Health Services
MWB	Provide Occupational Medicine Services
MWC	Provide Industrial Hygiene Services

<u>RFC</u>	<u>Description</u>
MWD	Provide Navy Environmental Health Center Services
MWE	Provide Occupational Medicine and Industrial Hygiene Services at Naval Shipyard Clinics
MWF	Conduct Occupational Safety and Health Oversight Inspections at Naval Shore Activities under the Direction of the Navy Inspector General
MW9	Perform Occupational Health Functions not Specifically Addressed
MXA	Provide Functional Area Management and Control for Nursing Services
MXB	Provide Medical/Surgical Inpatient Nursing Services SRC: MED23.001 (Facilities with more than 90 beds) SRC: MED23.002 (Facilities with less than 90 beds)
MXC	Provide Obstetric (Ante/Postpartum) Inpatient Nursing Services
MXD	Provide Psychiatric Inpatient Nursing Services SRC: MED23.003
MXE	Provide Pediatric Inpatient Nursing Services
MXF	Provide Intensive Care Inpatient Nursing Services
MXG	Provide Neonatal Intensive Care Inpatient Nursing Services
MXH	Provide Newborn Nursery Inpatient Nursing Services
MX9	Perform Nursing Service Functions not Specifically Addressed
MYB	Provide Preventive Medicine and Environmental Health Services at Naval Hospitals and Branch Clinics within CONUS SRC: MED24.001
MYC	Provide Navy Environmental and Preventive Medicine Unit Services SRC: MED24.005 (Norfolk, VA) SRC: MED24.006 (San Diego, CA) SRC: MED24.007 (Pearl Harbor, HI) SRC: MED24.008 (Naples, IT)

<u>RFC</u>	<u>Description</u>
MYD	Provide Navy Disease Vector Ecology and Control Center Services SRC: MED24.009 (Alameda, CA) SRC: MED24.010 (Jacksonville, FL)
MYE	Provide Preventive Medicine and Environmental Health Services Outside CONUS SRC: MED24.004
MY9	Perform Preventive Medicine and Environmental Health Functions not Specifically Addressed
MZB	Provide Dermatology Services SRC: MED25.001
M2B	Provide Pharmacy Services at Naval Hospitals SRC: MED26.001
M2C	Provide Pharmacy Services at Clinics (Excluding Clinics at Recruit Training Activities) SRC: MED26.002
M2D	Provide Pharmacy Services at Recruit Activity Clinics SRC: MED26.003
M3B	Provide Neurology Services SRC: MED27.001
M4B	Provide Operational Medicine Services
M49	Perform Operational Medicine Functions not Specifically Addressed
M5B	Provide Alcohol Rehabilitation Services SRC: MED29.001
M6B	Provide Central Sterile Supply Services SRC: MED30.001
M7A	Provide Functional Area Support Services for Medical Supply
M7B	Provide Stock Control Services

<u>RFC</u>	<u>Description</u>
M7C	Provide Inventory Control Services
M7D	Provide Receiving, Storage, and Issue Services
M7E	Provide Receipt Control Services
M79	Perform Medical Supply Functions Not Specifically Addressed

MISSION AREA: PERSONNEL SUPPORT (PER)

Provide a Personnel Support Program and related services.

<u>RFC</u>	<u>Description</u>
PAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the per Mission Area and to Support Areas Within the PER Mission Areas Which Cross RFC Lines
PBA	Operate a Personnel Support Activity SRC: PER01.000
PBB	Provide Management of a PSD and Maintain Active Duty Records
PBC	Maintain Reserve Service Records
PBD	Provide Recruit Classification Services SRC: PER01.003
PBE	Provide Educational Training Support Services
PBF	Provide Career Counseling SRC: PER01.005
PBK	Provide Merchandise Control Services (Applies to overseas activities only)
PBQ	Operate the Navy Family Allowance Activity SRC: PER01.019-.020
PBR	Provide Naval Reserve Personnel Center (NRPC) Services
PCA	Provide Mess (Consolidated/Open) and Essential Food Service Services
PDA	Provide Navy Exchange Services
PEB	Provide Civilian Personnel Administration (Less Wage and Classification) SRC: PER04.001
PEC	Provide Wage and Classification SRC: PER04.002
PFB	Operate a Family Service Center

<u>RFC</u>	<u>Description</u>
PGA	Provide Special Services Program Services
PHA	Provide Berthing Services SRC: PER 07.001
PHG	Operate and Maintain the United States Naval Home SRC: PER07.006
PIA	Provide Drug/Alcohol Program Advisor (DAPA) Services
PIB	Provide Counseling and Assistance Center (CAAC) Services
PIC	Provide Alcohol Rehabilitation Center (ARC) Services
PII	Provide EEO Services SRC: PER08.007
PJA	Provide Laundry/Dry-cleaning Services SRC: PER09.001 SRC: PER09.003
PKA	Provide Commissary Services SRC: PER10.000-.002
PLA	Provide Passenger Transportation Services SRC: PER11.001
PMA	Provide Military Personnel Program Management
P99	Provide Personnel Support Services not Specifically Addressed

MISSION AREA: PORT SERVICE OPERATIONS (PSO)

Provide for fleet service and service craft operations.

<u>RFC</u>	<u>Description</u>
QAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the PSO Mission Area and to Support Areas Within the PSO Mission Area Which Cross RFC Lines
QAC	Provide Harbor Pilot Services
QBA	Provide Operational and Maintenance Services for Service and Utility Craft
QCA	Provide Motion Picture Exchange Services
QDA	Provide Degaussing/Deperming Services
QEA	Provide Oil Spill Control/Waste Recovery Services
Q99	Provide Port Service Operations not Specifically Addressed

MISSION AREA: RECRUITING (RCT)

Provide for recruitment of personnel to fill assigned goals.

<u>RFC</u>	<u>Description</u>
RAB	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the RCT Mission Area and to Support Areas Within the RCT Mission Area Which Cross RFC Lines SRC: RCT00.001
RAK	Provide Mobile/Stationary Navy Exhibits Services (Includes manufacture and maintenance)
RBA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the Recruiting Function SRC: RCT01.000
RBB	Provide Recruiting Services for Officer Programs SRC: RCT01.001
RBC	Provide Recruiting Services for Enlisted Programs SRC: RCT01.002
RBD	Provide Recruiting Services for Reserve Air Programs SRC: RCT01.003
RBE	Provide Recruiting Services for Reserve Surface Programs SRC: RCT01.004
RBF	Provide Leads Services
RCB	Provide Recruited Applicant Processing Services SRC: RCT02.001
RDB	Provide Other Recruiting Services SRC: RCT03.001
R99	Provide Recruiting Services Not Specifically Addressed

MISSION AREA: RESEARCH AND DEVELOPMENT (R&D)

Provide for the conduct of Research, Development, Test, and Evaluation (RDT&E) projects and programs.

<u>RFC</u>	<u>Description</u>
YAA	Provide Managerial, Administrative, Supervisory and Clerical Services Required to Support the R&D Mission Area and to Support Areas within the R&D Mission Area Which Cross RFC Lines
YBA	Provide Research and Development Services SRC: R&D01.001
YCA	Provide Experimentation and Testing Range Services
YDA	Provide Operational Test and Evaluation Services
YEA	Provide Medical Research and Development Services
YFA	Provide Navy Experimental Diving Unit Services and Support
YHA	Provide Satellite Navigation Area Support SRC: R&D07.000
YHB	Provide Satellite Navigation Services SRC: R&D07.001
YHC	Provide Engineering and Technical Services SRC: R&D07.002
YHD	Provide Performance Analysis Services SRC: R&D07.003
YHE	Provide Tracking and Injection Detachment Services SRC: R&D07.004-.006
YIA	Provide Naval Air Test Center Services
YJA	Provide OCONUS Research and Development Services
YNA	Provide Development and Acquisition and Support Services of Training Equipment and Instructional Materials
Y99	Provide Research and Development Services not Specifically Addressed

MISSION AREA: SECURITY (SEC)

Provide Master-at-Arms (MAA), Physical Security/Law Enforcement, Confinement/Correctional Facilities, Deserter/Prisoner Escort Services, Information/Personnel/Security Program, and Military Customs Inspection Services.

<u>RFC</u>	<u>Description</u>
SAA	Provide Managerial, Administrative, Supervisory and Clerical Support Services, Including Quality Assurance, Required to Support Areas within the Security Mission Area SRC: SEC07.000
SBA	Provide Master-at-Arms (MAA) Services SRC: SEC07.007
SCB	Provide Consolidated Law Enforcement/Physical Security Services (Note: This RFC is not to be utilized unless the activity has implemented SECNAV message 202050Z JAN 87 or unless directed by the applicable Manpower Claimant) SRC: SEC02.001 SRC: SEC07.001-.004 SRC: SEC07.006
SDB	Provide Brig Services SRC: SEC03.001
SDD	Provide Correctional Custody Unit Services SRC: SEC03.003
SDE	Provide Transient Personnel Unit Services SRC: SEC03.004 SRC: SEC07.008
SGC	Provide Absentee/Deserter/Prisoner Escort Services SRC: SEC06.002 (NACUs Only)
SHK	Provide Law Enforcement/physical Security Training SERVICES SRC: SEC07.010
SIA	Provide an Information/personnel Security Program SRC: SEC07.011
SJA	Provide Military Customs Inspection Services SRC: SEC07.005
S99	Provide Security Services not Specifically Addressed

MISSION AREA: SHIP REPAIR (SHP)

Provide for the repair, alteration, and maintenance of ships, service craft, and boats, including their associated systems and components. Including but not restricted to Naval Shipyards; Ship Repair Facilities (SRFs); Shore Intermediate Maintenance Activity (SIMA); Production and Support Services for Naval Shipyards at NAVORDSTA Louisville, KY; Deep Submerge System Support; PHM Squadron Staff and Mobile Logistics Support; Mobile Salvage and Repair Diving; Inactive Ship Maintenance; Planning and Engineering for Repairs and Alterations (PERA); Trident Refit Facility; and Readiness Support Group services.

<u>RFC</u>	<u>Description</u>
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XVA	Provide SIMA Services
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XWB	Provide Ship Repair Facility (SRF) Services (SRF Yokosuka only)
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SRC:	SHP22.001 (Activity Support)
SRC:	SHP22.002 (Combat Systems Support)
SRC:	SHP22.003 (Planning/Estimating)
SRC:	SHP22.004 (Design)
SRC:	SHP22.005 (Production Engineering)
SRC:	SHP22.006 (Quality Assurance/Inspection)
SRC:	SHP22.007 (Electrical/Electronic Services)
SRC:	SHP22.008 (Machinery/Mechanical Services)
SRC:	SHP22.009 (Structural Services)
SRC:	SHP22.010 (Other Services Not Listed)

XXB	Provide Ship Repair Facility (SRF) Services (SRF Guam only)
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SRC:	SHP23.001 (Activity Support)
SRC:	SHP23.003 (Planning/Estimating)
SRC:	SHP23.004 (Design)
SRC:	SHP23.005 (Production Engineering)
SRC:	SHP23.006 (Quality Assurance/Inspection)
SRC:	SHP23.007 (Electrical/Electronic Services)
SRC:	SHP23.008 (Machinery/Mechanical Services)
SRC:	SHP23.009 (Structural Services)
SRC:	SHP23.010 (Other Services Not Listed)

<u>RFC</u>	<u>Description</u>
XYB	Provide Production and Support Services for Naval Shipyards at NAVORDSTA Louisville SRC: SHP24.001 (Activity Support) SRC: SHP24.002 (Planning/Estimating) SRC: SHP24.003 (Production Engineering) SRC: SHP24.004 (Quality Assurance/Inspection) SRC: SHP24.005 (Production Department Technical Support) SRC: SHP24.006 (Fabrication) SRC: SHP24.007 (Anti-Submarine Warfare/Undersea Warfare (ASW/UW) Technical Assembly and Overhaul) SRC: SHP24.008 (Heavy Machinery) SRC: SHP24.009 (Light Machinery) SRC: SHP24.010 (Surface Finishing) SRC: SHP24.011 (General Assembly and Overhaul) SRC: SHP24.012 (Prototype and Tooling) SRC: SHP24.013 (Missile Production) SRC: SHP24.014 (Fire Control Overhaul, Repair and Assembly)
X2B	Provide Support Functions at Submarine Rescue Unit SRC: SHP26.001
X3B	Provide PHM Squadron Staff and Mobile Logistics Support Group Services SRC: SHP27.001-.002
X4A	Provide Mobile Salvage and Repair Diving Services
X5A	Provide Inactive Ship Maintenance and Repair Services
X6A	Provide Planning and Engineering for Repairs and Alterations (PERA) Services
X7A	Provide Trident Refit Facility Services SRC: SHP31.700 SRC: SHP31.703-.704 SRC: SHP31.710 SRC: SHP31.720 SRC: SHP31.730 SRC: SHP31.740
X8A	Provide Readiness Support Group (RSG) Services
X9A	Provide Ship Repair Services at Naval Shipyards
X99	Provide Ship Repair Services not Specifically Addressed

MISSION AREA: STAFF (STF)

Exercise command and control of a shore staff including but not restricted to: advise and assist SECNAV; OPNAV offices; Systems Command headquarters; Management Headquarters activities; Headquarters Support activities; Type Commands; Shore component of a Numbered Fleet; Force or Special commands; Surface Group or Special Group commands; Fleet Air commands; Naval Base or Naval Activities; Functional, Type or Training Wings; Naval Training Center or Groups; Regional commands; Office of Medical Affairs/Dental Affairs; Naval Healthcare Services Offices; Project Offices; Navy Broadcasting Service staff; Board of Inspection and Survey; Naval Investigative Service Headquarters; Navy Imaging Command; Naval Legal Service Command; Naval Internal Relations Activity; Navy Manpower Analysis Center; Naval Accounting and Finance Center; and Navy Publications and Printing Service Management Office.

NOTE: This mission area is designed for use by shore establishment staffs only. The language contained in the functional areas and RFCs may not be all inclusive of all staffs ashore.

<u>RFC</u>	<u>Description</u>
6AA	Advise and Assist SECNAV
6BA	Administer OPNAV Offices SRC: STF02.015
6CA	Administer Systems Command Headquarters
6DA	Administer a Management Headquarters Activity
6EA	Administer a Headquarters Support Activity
6FA	Administer Other Staff Commands
699	Provide Staff Services not Specifically Addressed

MISSION AREA: SUPPLY (SUP)

Provide supply management and administrative control. Procure, receive, store, control, account for, and issue material. Provide ancillary services. Standard Reference Codes (SRC) annotated Standard Supply/Supply and Fiscal Department (SSSFD) or Uniform Automated Data Processing System for Stock Points (UADPS-SP) are restricted to activities operating basically in accordance with NAVSUP Publication 1, Vol 1, paragraphs 11065 and 11066. SRCs annotated as Limited (LTD) are restricted to activities whose supply functions are performed on a Limited Basis and in accordance with NAVSUP Publication 1, Vol 1, paragraphs 11065.2d and 11066.1c.

<u>RFC</u>	<u>Description</u>
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ZAA	Provide Supply Management and Administrative Services
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SRC: SUP00.002 (Naval Shipyards)

SRC: SUP00.202 (Naval Shipyards)

SRC: SUP00.300 (Naval Shipyards)

ZBA	Provide Inventory Control Services
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SRC: SUP01.002 (Naval Shipyards)

SRC: SUP01.102 (Naval Shipyards)

SRC: SUP01.202 (Naval Shipyards)

SRC: SUP01.301 (Naval Supply Centers/Shipyards)

SRC: SUP01.402 (Naval Shipyards)

SRC: SUP01.501 (UADPS-SP)

ZCA	Provide Material Handling Services
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SRC: SUP02.002 (Naval Shipyards)

SRC: SUP02.102 (Naval Shipyards)

SRC: SUP02.302 (Naval Shipyards)

SRC: SUP02.501 (Naval Shipyards)

SRC: SUP02.701 (UADPS-SP)

ZDA	Provide Aviation Supply Support Services
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SRC: SUP03.001-.002 (FALSC NAS North Island only)

SRC: SUP03.006

ZEB	Provide Personal Property Office Services
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SRC: SUP04.001

ZEE	Provide LOX, O2 and N2 Services
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SRC: SUP04.004

ZEG	Provide SERVIMART Services
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SRC: SUP04.006

<u>RFC</u>	<u>Description</u>
ZEH	Provide Outfitting Supply Services SRC: SUP04.007
ZEI	Provide Integrated Logistic Overhaul Program Services
ZEJ	Provide Shop Store Services SRC: SUP04.009 SRC: SUP04.021 (Naval Shipyards)
ZEK	Provide Recruit Clothing Services SRC: SUP04.010
ZEL	Provide Navy Food Service Office (NFSSO) and Navy Food Service Management Team (NFMT) Services
ZEM	Provide Enlisted Dining Facility Services SRC: SUP04.012-.013
ZET	Provide Outfit Material Handling Services (NSC)
ZEY	Provide Fleet Polaris Material Office Services SRC: SUP04.025 (PMOPAC)
ZFA	Provide Contract Administrative Services
ZGB	Provide Contract Administrative Services (SUPSHIP) SRC: SUP06.100 SRC: SUP06.110-.899
ZHA	Provide Military Sealift Command Services SRC: SUP07.011
ZIA	Provide Procurement Services
ZJA	Provide Traffic/Freight Terminal Services
ZKA	Provide Petroleum Products and Services
ZLB	Provide Navy Aviation Supply Office (ASO) Services
ZLC	Provide Navy Ships Parts Control Center (SPCC) Services
ZL3	Provide Navy International Logistics Control Office (NAVILCO) Services

<u>RFC</u>	<u>Description</u>
ZL4	Provide Fleet Material Support Office (FMSO) Services
ZMA	Provide Navy Material Transportation Office (NAVMTO) Services
ZMB	Provide Navy Publications and Forms Center (NAVPUBFORMCEN) Services
ZNB	Provide Fitting out and Supply Support Assistance Center (FOSSAC) Services
ZTA	Provide Standard Supply/supply and Fiscal Department (SSSFD) Services
ZUA	Provide Limited Supply Services (LTD)
Z99	Provide Supply Services not Specifically Addressed

MISSION AREA: TRAINING (TRA)

Provide training activity management, administrative support, and training services.

<u>RFC</u>	<u>Description</u>
TBB	Provide Recruit Receiving Services SRC: TRA01.001
TBC	Provide Recruit Training Support Management/Assignment/Scheduling/Data Analysis Services SRC: TRA01.002
TBD	Provide Standards and Evaluation Services SRC: TRA01.003
TBE	Provide Recruit Technical Training Services SRC: TRA01.004
TBF	Provide Recruit Military Training Services SRC: TRA01.005
TCB	Provide Integrated Training Brigade (ITB) Management, Administration and Company Control Services SRC: TRA02.001-.002
TCD	Provide Military Control of Students Attending and/or Awaiting Apprenticeship Training SRC: TRA02.003
TCE	Provide Military Control of Students Attending and/or Awaiting Initial Skill Training SRC: TRA02.004
TEH	Provide Naval Reserve Officer Training Corps (NROTC) Training Services
TIA	Provide Specialized Operational Training Services
TLA	Provide Operation and Maintenance Services on Training Equipment/Devices
TMA	Provide Personnel Qualification Standards Program Management and Control Services SRC: TRA12.000

<u>RFC</u>	<u>Description</u>
TMB	Develop Personnel Qualification Standards Material SRC: TRA12.001
TMC	Provide Personnel Qualification Standards Technical Services SRC: TRA12.002
TMK	Maintain the Personnel Readiness Capability Program SRC: TRA12.010
TPB	Provide In-rate and Officer Training Material and Examination Services SRC: TRA15.001-.006
TQA	Provide Navy Campus Program Management and Control Services SRC: TRA16.000
TQB	Provide Navy Campus Program Area Coordination Services SRC: TRA16.001 (Central East/Pacific Southwest) SRC: TRA16.002 (Central Gulf/Pacific Northwest) SRC: TRA16.003 (Northeast/Hawaiian) SRC: TRA16.004 (Southeast/Far East) SRC: TRA16.005 (Midwest/Western Pacific) SRC: TRA16.006 (European) SRC: TRA16.007 (NAVSTA Norfolk)
TQC	Provide Voluntary Education Services SRC: TRA16.010-.070
TRA	Provide Instructional Systems and Programs Services
TSB	Provide Programs of the Defense Activity for Non-traditional Education Support (DANTES) Services
TWA	Provide Naval Air Maintenance Training Detachment Management/ Administration Support Services SRC: TRA22.000
TWB	Provide Naval Air Maintenance Training and Instructor Support Services SRC: TRA22.001
TWC	Provide Naval Air Maintenance Training Group Detachment Curriculum Development/maintenance Services SRC: TRA22.002

<u>RFC</u>	<u>Description</u>
TXA	Provide School Management/Support Services SRC: TRA23.000
TXB	Provide Formal Training/Instruction Services SRC: TRA23.002
TYA	Provide Graduate/under-graduate Academic and Professional Education Services SRC: TRA24.030 SRC: TRA24.031
TZZ	Provide Formal Training Services Not Specifically Addressed
T2B	Provide Naval Air Reserve Intelligence Program (NRIP) Training Services SRC: TRA37.001-.002
T3A	Provide Functional Area Support for Naval Reserve Surface Maintenance Training (AFLOAT) SRC: TRA36.000
T3B	Provide Functional Area Support for Naval Reserve Surface Maintenance Training (RESCEN) SRC: TRA36.001
T3C	Provide Naval Reserve Surface Maintenance Training Services SRC: TRA36.002-.027
T4B	Provide NAVRESCEN Command Services SRC: TRA30.001
T4C	Provide Naval Reserve Center (RESCEN) Support Services SRC: TRA30.002
T4D	Provide Reserve Assault Craft Unit (RACU) Support Services SRC: TRA30.003
T4E	Provide Reserve Cargo Handling Battalion (RHCB) Support Services SRC: TRA30.004
T4F	Provide Reserve Mobile Inshore, Undersea Warfare (MIUW) Unit Support Services SRC: TRA30.005

<u>RFC</u>	<u>Description</u>
T4G	Provide Reserve Mobile Mine Assembly Group (MOMAG) Support Services SRC: TRA30.006
T4H	Provide Reserve Naval Mobile Construction Battalion (RNMCB) Support Services SRC: TRA30.007
T4I	Provide Reserve Enlisted Recruiting Services SRC: TRA30.008
T4J	Provide Reserve Shipboard Simulator (SBS) Support Services SRC: TRA30.009
T4K	Provide Command Support Services to Reserve Mobile Inshore Undersea Warfare (MIUW) Units (MIUW Group Only)
T4L	Provide Naval Reserve Security Group Unit (NAVRESSECGRU) Support Services SRC: TRA30.011
T4M	Provide Formal Classroom Training at a Naval Reserve Center
T4N	Provide Naval Reserve Readiness Center Services
T6A	Provide Reserve Naval Construction Force (RNCF) Support Services
T7A	Provide Naval Air Reserve Training Administrative and Program Support Services SRC: TRA33.000
T7B	Provide Naval Air Reserve Training Services at NAF/NAVAIRES/NAS SRC: TRA33.001
T7C	Provide Naval Air Reserve Training Services at NAVAIRESNEN SRC: TRA33.002
T7D	Provide Naval Air Reserve Flight Crew Training Services SRC: TRA33.003-.005
T8A	Provide Naval Reserve Oceanography Training Support Services
T99	Provide Naval Reserve Training Services not Specifically Addressed

MISSION AREA: WEAPONS (WEP)

Provide and maintain the operational capability for the deployment of assigned weapons systems, weapons systems components, conventional ammunition, and special weapons (as applicable) for shore support.**

<u>RFC</u>	<u>Description</u>
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WAA	Provide Mission Area Support Services
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WBA	Provide Receipt, Segregation, Storage, Issue, Renovation, Logistic Movement and Demilitarization of Conventional Weapons SRC: WEP01.014
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WDA	Provide Weapons Department Services at Other than ORD/NIF Activities SRC: WEP03.300
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WEA	Provide Quality Assurance Services SRC: WEP04.015-.017
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WFA	Provide Nuclear Weapons Support Services
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WGA	Provide Special Warfare Capabilities Services
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WIA	Provide an Armory/Small Arms Range Services (not specifically covered by RFC WDA)
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WJA	Provide Organizational Level Maintenance
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WOA	Perform Intermediate Level Maintenance Services
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WPA	Provide Depot Level Maintenance on Ordnance and Associated Equipment, Loading (filling) of Warheads, Ordnance with Explosive/Inert Material and Depot/Intermediate Level Maintenance on Small Arms SRC: WEP15.001 SRC: WEP15.004-.008
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WQA	Provide Mobile Mine Assembly Services SRC: WEP16.000-.002
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WRA	Plan, Design, Construct, Test and Deliver Combat Direction System Computer Programs to Operating Forces
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<u>RFC</u>	<u>Description</u>
WUA	Provide Undersea Warfare Engineering Services SRC: WEP21.000-.017 SRC: WEP21.100 SRC: WEP21.110
WYA	Provide Weapons Services at ORD-NIF Activities SRC: WEP24.005-.011
WZA	Provide Weapons Proficiency Range Services SRC: WEP27.001-.003
W99	Provide Weapons Services not Specifically Addressed

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SECTION 9

PART B

LISTING OF SPECIAL USE RFC CODES

<u>RFC</u>	<u>Description</u>
9AF	Navy Requirements Directly Identified with US Air Force Elements
9AR	Navy Requirements Directly Identified with US Army Elements
9CG	Navy Requirements Directly Identified with US Coast Guard Elements
9DD	DOD Secretariat/Defense Agencies/Combined Services Administrative Activities
9MC	Navy Requirements Directly Identified with US Marine Corps Elements **
9ND	US Federal Government Support/Liaison Activities (other than DOD)
90X	Other Exempt Navy activities
901	Personnel Exchange Program
902	Unified/Joint Commands (JCS controlled and/or multi-national defense agencies)
944	Requirements determined by Squadron Manpower Document (SQMD) **
945	Navy Flight Demonstration Squadron
955	Requirements determined by Ships Manpower Document of Fleet Manpower Document (FMD) **
966	Transient, Patient, Prisoner, and Holdees (TPPH) **
977	Students

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SECTION 10

REQUIREMENTS INDICATOR (RI) CODES

1. General. RI codes are used to identify which requirements' determination process justified the military/civilian requirement. NAVMAC maintains and manages the code for DCNO (N1).

2. Definitions.

<u>RI</u>	<u>DEFINITION</u>
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- | | |
|---|--|
| A | <u>SMD</u> : Assigned to 955 RFC Activities (SMD/FMD). A SMD/FMD displays, in detail, the minimum quantitative and qualitative manpower requirements approved by DCNO (M&P)(N1) for an individual ship, class of ships and operational staff. ** |
| B | <u>SQMD</u> : Assigned to 944 RFC Activities (SQMD). A SQMD displays, in detail, the minimum quantitative and qualitative manpower requirements approved by the DCNO (M&P)(NI) for an individual aviation squadron or class of squadrons. ** |
| C | <u>CA</u> : Manpower requirements based on the completion of a Commercial Activities (CA) study. Applicable to civilian or contractor manpower. |
| D | <u>SEAOPDET</u> : Assigned to 955/944 Activities. The document displays, in detail, the minimum quantitative and qualitative manpower requirements approved by DCNO (M&P)(N1) for ship Aviation Intermediate Maintenance Depots (AIMDs) for manpower assigned to individual Sea Operational Detachment (SEAOPDET) activities. ** |
| E | <u>SMRDP</u> : Displays, in detail, the minimum quantitative and qualitative manpower requirements for shore activities determined through the Shore Manpower Requirements Determination Program (SMRDP). |
| F | <u>FMD</u> : Manpower requirements developed by NAVMAC, or Warfare/Program Sponsor, based on the activity' s wartime mission and approved by the DCNO (M&P)(N1) for shore-based deployable activities such as deployable staffs, mobile construction battalions, naval special warfare command activities, etc. |

- N PERSTEMPO: Aviation manpower requirements, based on approved OPNAV standards for peacetime tasking in support of the Personnel Tempo of Operations (PERSTEMPO) program, reserve contingencies, and other non-mobilization functions.
- RI DEFINITION
- P PSMD/PSQMD: Manpower requirements approved by DCNO (M&P)(N1) which are documented in a PSMD (Preliminary Ship Manpower Document) or PSQMD (Preliminary Squadron Manpower Document). RI code "P" is superseded when the lead ship of a new construction class is documented by an approved SMD, or a new aircraft or subsystem equipment modification is introduced into the fleet and is documented by an approved SQMD.
- *U COMMERCIAL ACTIVITIES (CA): Manpower billets approved by CNO (N12 and N47) as military candidates for CA. Changes to the BIN requirement and/or authorization fields require concurrence or recommended modifications from CNO (N12 and N47) prior to submission of the TFMMS Change Request to NAVMAC. (NAVMAC Controls). NEW
- V CLAIMANT VALIDATED REQUIREMENT: Manpower requirements determined by claimants through analysis/study (other than SMRDP) of the need for manpower resources. **
- X SECNAV/OTHER DOD CRITERIA: Manpower requirements determined by a Joint Chiefs of Staff (JCS) Manpower Survey to support non-Navy defense agencies or other federal agencies and organizations.
- Z INDIVIDUALS ACCOUNTS: Manpower requirements that include resources accounted for by the transients, patients, prisoners and holdees (TPP&H) and student accounts.

SECTION 11

RESOURCE SPONSOR (RS) CODES

1. **General.** RSs are OPNAV Principal Officials (OPOs) who are responsible for aggregation of resources for programs that constitute inputs to warfare and supporting tasks. RS codes are assigned in the Total Force Manpower Management System (TFMMS) and appear on the Activity Manpower Document (AMD).
2. **Resource Sponsors and codes.**

<u>CODE</u>	<u>RESOURCE SPONSOR TITLE</u>
09B	Assistant Vice Chief of Naval Operations (N09B)
091	Director of Navy Test & Evaluation and Technology Requirements (N091)
093	Surgeon General of the Navy (N093)
096	Oceanographer of the Navy (N096)
1	DCNO Manpower and Personnel (NI)
2	Director of Naval intelligence (N2)
4	DCNO (Logistics)(N4)
6	Director, Space, Information Warfare, Command and Control (N6)
7	Director of Naval Training (N7)
85	Director, Expeditionary Warfare Division (N85)
86	Director, Surface Warfare Division (N86)
87	Director, Submarine Warfare Division (N87)
88	Director, Air Warfare Division (N88)

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SECTION 12

SUBORDINATE MANPOWER CLAIMANT (SMC) CODES

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SECTION 13

TFMMS ACTION OFFICER (TAO) DESK (DSK) CODES

1. General. TAO desk codes identify the manpower analyst sections at NAVMAC or CNO (N122), that are responsible for maintaining AMD information and AMD Change Request processing. All DSK Codes except AD3 are at NAVMAC.

2. Desk codes and Manpower Claimant assignment.

<u>DSK</u>	<u>CLMT CODE/TITLE</u>	<u>DSK</u>	<u>CLMT CODE/TITLE</u>
AC1	Ships, Submarines, Aircraft Carriers and Amphibious Ships Operational Staffs (SMD, FMD)	AD3	02 - COA 21 - U.S. ARMY 29 - JCS 57 - USAF 35 - BMDO 59 - DLSA 36 - DARPA 42 - DSWA 43 - DISA 44 - DIA 46 - DARO 47 - DIG 48 - NIMA 51 - DLA 52 - DFAS 53 - DECA 54 - DODDEA 56 - DODHSA 75 - USTRANSCOM
AC2	Aircraft Squadrons (to include Reserve Squadrons) (SMD)*		
AD1	60 - CINCLANTFLT 61 - CINUSNAVEUR 70 - CINCPACFLT 72 - COMNAVRESFOR		
AD2	11 - CNO 12 - AAUSN 19 - COMNAVAIRSYS 22 - CHNAVPERS 23 - COMNAVSUPSYSCOM 24 - COMNAVSEASYS 25 - COMNAVFAENGCOM 33 - COMSC 39 - COMNAVSPAWARSCOM 62 - CNET	AD5	* 14 - CNR 15 - ONI 18 - BUMED 27 - CMC *30 - DIRSSP 45 - DIRNSA 63 - COMNAVCOMTELCOM *65 - COMNAVMETOCOM 69 - COMNAVSECGRU 74 - COMNAVSPECWARCOM

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SECTION 14

MANPOWER CHANGE SUMMARY SHEETS

1. **General.** This section contains a sample format of Manpower Change Summary Sheets.

2. **Discussion:**

a. These sheets will summarize adds, deletes, or changes to officer designator/paygrades or enlisted rate/rating changes contained on an Activity Manpower Document (AMD) Change Request.

b. These sheets are required when ten or more changes to officer/enlisted manpower authorizations are contained on an AMD Change Request. Send copy, as a separate enclosure, to NAVMAC (Code 20) and reference in the LOJ.

c. Part I is the officer change summary.

d. Part II is the enlisted change summary.

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SECTION 14 (PART II)
ENLISTED MANPOWER CHANGE SUMMARY SHEET
 (SAMPLE FORMAT)

Packet Number:

	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	+	-	
RATING	E1		E2		E3		E4		E5		E6		E7		E8		E9		TOTALS	NET CHANGE	
RATING	E1		E2		E3		E4		E5		E6		E7		E8		E9		TOTALS	NET CHANGE	
TOTALS																					
NET CHANGE																					

(PART II)

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SECTION 15

ACTIVITY MANPOWER DOCUMENT (AMD) AND END-STRENGTH (E/S) CHANGE REQUEST SHEETS

1. General. This section contains a sample of an AMD Change Request Format.
2. Discussion:
 - a. These sheets shall be used when making an AMD Change for non Total Force Manpower Management System (TFMMS)/TFMMS Micro Manpower Change Application (TMMCA) users. These sheets can also be used as work sheets for AMD and/or End-strength (E/S) changes to TFMMS.
 - b. Part I is the AMD Change Request.
 - c. Part II is the AMD Quantity (Q) Compensation (end-strength) Change Request.

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SECTION 15 (PART I)

ACTIVITY MANPOWER DOCUMENT (AMD) CHANGE REQUEST SHEET (SAMPLE FORMAT)

POM: _____

CLAIMANT: _____

PACKET TITLE/SERIAL NUMBER: _____

DATE: _____

PAGE: _____

AOC: _____

TT RY AP NE	S U B T	TRANS NUMBE R	ADDU BIN	EFF BGN END DATE	BSC	RFC	M E C	R I	RS	PE	AG/ SAG	P R I M	A L T M	MOB BG END	DS/GR RATE	PNOBC PNEC	PRI AQD	PSUB	P R	LANG					
ACTIVITY NAME				AUIC/ ACTY 10 CODE	BIN	A C	M R C	BILLET TITLE/ HEADER/NOTE TEXT							P F A C	S F A C	SNOBC SNBC	SEC AQD	SSUB	P P L N	OOO	P G	P S	H S	
-----								-----																	
-----								-----																	
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(PART I)

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SECTION 15 (PART II) **QUANTITY (Q) COMPENSATION CHANGE REQUEST SHEET** **(SAMPLE FORMAT)**

POM: _____ DATE: _____
 CLAIMANT: _____
 PACKET TITLE/SERIAL NUMBER: _____

PAGE: _____
 AOC: _____

LEVEL OF AGGREGATION (LOA)					OFFICER								ENLISTED							
AUIC	MRC	AGSAG	PE	RS	CF Y	FY1	FY2	FY3	FY4	FY5	FY6	FY7	CF Y	FY1	FY2	FY3	FY4	FY5	FY6	FY7
TOTAL NET CHANGE																				

(PART II)

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SECTION 16
SYSTEM AUTHORIZATION ACCESS REQUEST PACKAGE

1. **Requirements:** To be granted access to TFMMS, the following requirements must be met:

a. Meet the physical requirements set forth in the TASO Manual. Command ADP systems must either be accredited or be authorized to operate under an interim authority.

b. Commands must appoint, in writing, a TASO for level II restricted areas utilizing STU-III connectivity for access to classified systems.

c. All forms must be completed and either faxed to COMM (703) 697-1643, or DSN 227-1643 or mailed to:

NRISO
Detach Washington DC
2 Navy Annex
Attn Code: NW62 Room 1530
Washington, DC 20370-0000

2. **Package contents consist of:**

a. **System Authorization Access Request (SAAR) DISA Form 41 (enclosure (1))** must be completely filled in before access will be granted.

b. **User Memorandum of Agreement (enclosure (2))** must be read completely and signed.

3. Questions may be addressed to the TFMMS AIS Security Officer at (703) 695-0669 or DSN 225-0669.

Note (1) Please circle the proper system applications listed below and fill in the correspondence information BLOCK 15 of the SAAR Form.

Note (2) Please include a brief justification for access in BLOCK 18 of the SAAR Form.

System Applications List

JUSTIFICATION FOR ACCESS (TO BE COMPLETED BY SUPERVISOR)	
DMC CHAMBERSBURG (Circle System)	
M1	ROSCO TSO CICS 1 2 3 4 5 6 7 8
M2	ROSCO TSO DIAL-UP CICS 1 2 3 4 5 6 7 8
OTHER	TFMMS

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SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)

PRIVACY ACT STATEMENT

Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AIS) and/or to verify your Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records of the information contained therein may be specifically disclosed outside of DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act.

TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DELETION	DATE
--	------

PART I (to be completed by user)

1. NAME (LAST, First, MI)	2. SOCIAL SECURITY NUMBER	
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT	5. ACCOUNT CODE
6. JOB TITLE/FUNCTION	7. GRADE/RANK	8. PHONE (DSN)

STATEMENT OF ACCOUNTABILITY

I understand my obligation to protect my password. I assume the responsibility for data and system I am granted access to. I will not exceed my authorized access.

USER SIGNATURE

DATE

PART II (To be completed by User's Security Manager)

9. CLEARANCE LEVEL	10. TYPE OF INVESTIGATION	11. DATE OF INVESTIGATION
12. VERIFIED BY (Signature)	13. PHONE NUMBER	14. DATE

PART III (To be completed by User's Supervisor)

15. ACCESS REQUIRED (Location) – i.e. DMC OR DMC'S

16. ACCESS TO CLASSIFIED REQUIRED?

☐ NO ☐ YES

17. TYPE OF USER

☐ FUNCTIONAL ☐ SYSTEM

☐ SECURITY ADMINISTRATOR
☐ APPLICATION DEVELOPER
☐ OTHER (Specify)

18. JUSTIFICATION FOR ACCESS

VERIFICATION OF NEED TO KNOW

I certify that this user requires access as requested in the performance of his/her job function.

19. NATURE OF SUPERVISOR	20. ORG./DEPT.	21. PHONE NUMBER	22. DATE
23. SIGNATURE OF FUNCTIONAL DATA OWNER/OPR	24. ORG./DEPT.	25. PHONE NUMBER	26. DATE

PART IV (To be completed by AIS Security Staff adding user)

27. USERID (Mainframe)	28. USERID (Mid-Tier)	29. USERID (Network)
1. SIGNATURE	31. PHONE NUMBER	32. DATE

PART V (Can be customized by DISA or Customer with DISA approval (Optional) (To be completed by User)	
33. ACCESS REQUESTED (Site specific system or application information)	
a. SYSTEMS(S)	b. DOMAIN(S)
c. SERVER(S)	
d. APPLICATION(S)	
e. DIRECTORIES	
f. FILES	
g. DATASETS	
34. OPTIONAL USE	

A. PART I: The following information is provided by the user when establishing or modifying their USERID.

- (1) NAME: The last name, first name, and middle initial of the user.
- (2) SOCIAL SECURITY NUMBER: The social security number of user.
- (3) ORGANIZATION: The user's current organization (*i.e.*, *DMC Columbus*).
- (4) OFFICE SYMBOL/DEPARTMENT: The office symbol within the current organization (*i.e.*, *WECO3*).
- (5) ACCOUNT CODE: Account code, if required.
- (6) JOB TITLE/FUNCTION: The job function (*i.e.*, *System Analyst, Pay Clerk, etc.*).
- (7) GRADE/RANK: The civilian pay grade, military rank or CONT is user is a contractor.
- (8) PHONE (DSN): The Defense Switching Network (DSN) phone number of the user. If DSN is unavailable, indicate commercial number.

USERS' S SIGNATURE: User must sign the SAAR form with the understanding that they are responsible and accountable for their password and access to the system(s).

B. PART II: The following information is provided by the User's Security Manager.

- (9) CLEARANCE LEVEL: The user's current security level and ADP Level (*i.e.*, *Secret, Top Secret, ADP I, ADP III, etc.*)
- (10) TYPE OF INVESTIGATION: The user's last type of background investigation, (*i.e.*, *NAC, NAIC, OR SSBI*).
- (11) DATE OF INVESTIGATION: The date of the last background investigation.
- (12) SIGNATURE: The Security Manager or his representative signature indicates that the above clearance and investigation information has been verified.
- (13) PHONE NBR: The Security Manager's phone number.
- (14) DATE: The date that the form was signed by the security manager or his representative.

C. PART III: The following information is provided by the user's supervisor.

- (15) ACCESS REQUIRED (*Location*): The full name of the location at which access is required.
- (16) ACCESS TO CLASSIFIED REQUIRED?: Place an "X" in the appropriate box.
- (17) TYPE OF USER: Place an "X" in the appropriate box.
- (16) JUSTIFICATION FOR ACCESS: A brief statement to justify establishment of an initial USERID. Provide appropriate information if the USERID or access to the current USERID is to be modified.
- (17) SIGNATURE OF SUPERVISOR: The user's supervisor must sign the SAAR form to certify the user is authorized access to perform his/her job function.
- (18) ORG/DEPT.: Supervisor's organization and department.
- (19) PHONE NUMBER: Supervisor's phone number.
- (20) DATE: The date the supervisor signs the SAAR form.
- (21) SIGNATURE OF THE FUNCTIONAL DATA OWNER/OPR: Signature of the functional appointee responsible for approving access to the system being requested.
- (22) ORG/DEPT.: Functional appointee's organization and department.
- (23) PHONE NUMBER: Functional appointee's phone number.
- (24) DATE: The date the functional appointee signs the SAAR form.
- (25) PHONE NUMBER: Functional appointee's phone number.
- (26) DATE: The date the functional appointee signs the SAAR form.

D. PART IV: The following information is provided by the AIS Security Staff who adds the user to the system.

- (27) USERID (*Mainframe*): User's mainframe USERID (*if applicable*).
- (28) USERID (*Mid-Tier*): User's mid-tier USERID (*if applicable*).
- (29) USERID (*Network*): Users network USERID (*if applicable*).
- (30) SIGNATURE: Signature of the Information System Security Officer (ISSO) or his representative.
- (31) PHONE NUMBER (DSN): The ISSO's Defense Switching Network (DSN) phone number.
- (32) DATE: The date the ISSO signs the SAAR form.

E. PART V: This information is site specific and can be customized by either the DMC, functional activity, or the customer with approval of the DMC. This information will specifically identify the access required by the user.

- (33) ACCESS REQUIRED: Specify all resources to which access is required and the type of access required, *i.e.*, read-only, write
- (34) OPTIONAL USE: This section is intended to add site specific information, as required.

F. DISPOSITION OF FORM:

TRANSMISSION: Form may be electronically transmitted, faxed, or mailed. Adding a password to this form makes it a minimum of "FOR OFFICIAL USE ONLY" and must be handled as such.

FILING: Original SAAR, with ORIGINAL SIGNATURES IN Parts I, II, and III, must be maintained or file on file for one year after termination of user's account. File may be maintained by the DMC or by the Customer's ISSO. Recommend file be maintained by ISSO adding the user to the system.

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MEMORANDUM

From:

To:

Subj: USER MEMORANDUM OF AGREEMENT FOR ACCESS TO DISO-NISC (UVB)
DATA CENTER CLASSIFIED COMPUTER SYSTEM

Ref: (a) Terminal Area Security Manual (TASOMAN)
(b) CNP Ltr 5510 Pers-014/75 of 24 Jul 1991

1. This memorandum of agreement is in accordance with references (a) and (b).

2. As user of the DISO-NISC (UVB) Data Center Classified AIS, I understand that I am responsible for the following all requirements of reference (a). I am solely responsible for all access and actions carried out under my user logon ID, password, and when applicable, STU-III key. As a part of my responsibilities, I agree that I:

- a. Meet the requirements of references (a) and (b) prior to access being requested.
- b. Will not disclose my password to anyone and will commit my password to memory.
- c. Will limit computer use to official government business.
- d. Will not commit computer fraud, which includes but is not limited to:
 - Unauthorized input of false records or data into the system.
 - Unauthorized use of computer facilities (i.e., theft of computer time) including use of a user name or password other than my own.
 - Unauthorized alteration or destruction of information, files or equipment.
 - Introduction of unauthorized systems/software into the classified system.
 - Introduction of viruses, worms, or any other destructive program into the classified system.
- e. Will immediately report a compromise of my password, whether suspected or confirmed, to the TASO and request a password change.
- f. Will not enter, display, or process classified data where visible to unauthorized personnel.
- g. Will not circumvent security requirements (e.g., file passwords, security procedures, etc.) to obtain unauthorized access.
- h. Will notify the TASO when access/password is no longer required due to reassignment/transfer/termination, etc.
- i. Will not transfer my password/logonid to anyone else upon my reassignment/transfer/termination, etc.

Enclosure (2)

Subj: USER MEMORANDUM OF AGREEMENT FOR ACCESS TO DISO-NISC (USB) DATA CENTER
CLASSIFIED
COMPUTER SYSTEM

- j. Will immediately notify the TASO if my password is displayed on the screen and request a password change.
- k. Will notify the TASO immediately of any changes to the information listed below in this memorandum of agreement and submit any changes to TFMMS AIS Security Officer.
- l. Will immediately access my logon account after issuance and will not let my logonid lapse beyond 90 days without use.

3. The following information is provided for access to be granted.

a. Means of access (direct, modem, STU-III, SIPRNET):

b. STU-III Reg (key number): _____

c. Access start date: _____

d. Contract expiration date (if applicable):

TERMINAL #	CIK REGISTRATION #	CIK SERIAL #
------------	--------------------	--------------

4. I certify that the above information is correct to the best of my ability and I will comply with terms of this agreement.

5. I understand that my access to the TFMMS Classified AIS will be cancelled upon reaching my PRD, if military. If civilian, my access will be canceled one (1) year from the date of activation and will require TFMMS AIS Security Officer be notified to reinstate the account. If contractor, my access will be canceled at the expiration of the contract and will be reinstated upon contract renewal.

Requester Signature and date

I certify that the security requirements identified in reference (a) have been met and that the security clearance of the requester is correct. I agree to notify TFMMS AIS Security Officer immediately of any action taken to revoke or downgrade the requester's security clearance.

TASO Signature and date

PRIVACY ACT STATEMENT

DOD DIR 5200.28 authorizes collection of this information. The only use of this information is by TFMMS AIS Security Office to identify authorized users requesting access to computing resources.

SECTION 17

TFMMS MICRO MANPOWER CHANGE APPLICATION (TMMCA) **ACTIVITY MANPOWER DOCUMENT (AMD)**

- Ref: (a) OPNAVINST 1000.16J
(b) NAVPERS 15839I
(c) NAVPERS 18068F
(d) OPM Handbook of Occupational Groups and Series (NOTAL)
1. **General.** This section contains brief explanation and location of activity/ manpower information and coding found on the Activity Manpower Document (AMD). For further information on the AMD, see Chapter 10 of reference (a).
- a. The AMD contains three areas of information:
- (1) **Activity Information.** Provides essential information pertaining to the activity.
- (2) **Requirement Information.** Provides statements of military and/or civilian manpower, and associated skills, determined by an approved manpower study based on the activity' s Mission, Functions and Tasking (MFTs) or Required Operation Capabilities/Projected Operational Environment (ROC/POE).
- (3) **Authorization Information.** Provides statements of military and/or civilian manpower and associated skills determined by the available resources to fund the manpower requirement.

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Date:

***** UNCLASSIFIED *****

Activity Manpower Document
BSC Range 00000 to 99999

											Predom		Packet											
Activity Code		Activity Name		UIC	Claimant		SMC		Home Port Geographic Location		SUI	S/S	MCA	Dsk	RSpn	AGSAG	Number	Date						
----- 1 -----		----- 2 -----		----- 3 --	----- 4 -----		5		----- 6 -----		7	8	9	10	11	- 12 -	-- 13 --	-- 14 --						
BIN	Billet Title	Effective		Mob						Officer				Enlisted		Civilian								
		Bgn	End	Bgn	End	RFC	P	R	M	Language	Desig	NOBC	SubSp	Rate	NEC	Py	Occ	Py						
-- 15 --		----- 16 -----		- 17 -	- 18 -	19	20	21	22	23	24	---- 25 ----		- 26 -	- 27 -	- 28 -	- 29 -	- 30 -	- 31 -	- 32 -	- 33 -	34	- 35 -	36
BSC		RSpn		AGSAG		MRC	MT	AC	FAC		AQD												P H	S S
- 37 -		38		- 39 -		40	41	42	43	44	(26)	45	46	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	47	48	

Activity Manpower Document
BSC Range 00000 to 99999

DSC Range 00000 to 00000																					
Activity Code		Activity Name		UIC	Claimant		SMC		Home Port	Geographic Location		SUI	S/S	MCA	Dsk	Predom		Packet			
																RSpn	AGSAG	Number	Date		
-----1-----		-----2-----		-----3-----	-----4-----		5		-----6-----		7	8	9	10		11	- 12 -	-- 13 --	-- 14 --		
BIN	Billet Title	Effective		Mob						Language	Officer				Enlisted			Civilian			
		Bgn	End	Bgn	End	RFC	P	R	M		Desig	NOBC		SubSp		Rate	NEC		Py	Occ	Py
							R	I	E		Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	PI	Srs	Gr
-- 15 --	-----16-----	- 17 -	- 18 -	19	20	21	22	23	24	-----25-----	- 26 -	- 27 -	- 28 -	- 29 -	- 30 -	- 31 -	- 32 -	- 33 -	34	- 35 -	36

RE F #	FIELD TITLE	DESCRIPTION
8	S/S	(Sea/Shore Code) Assigned by BUPERS to identify an activity' s type of duty for personnel rotational purposes. 1 = U.S. based shore duty, 2 = U.S. based sea duty, 3 = Overseas land based sea duty, 4 = Overseas sea duty, 5 = Neutral duty , 6 = Overseas land based shore duty, 8 = Double sea duty.
9	MCA	(Manning Control Authority) Indicates which MCA an activity is assigned for enlisted personnel management. B = BUPERS, L = CINCLANTFLT, P = CINCPACFLT, R = COMNAVRESFOR.
10	Dsk	(Desk/Action Officer Code) Identifies the subsection within NAVMAC assigned responsibilities for AMD Change Request processing and activity management. Dsk codes are found in section (13).
11	Predom RSpn	(Predominate Resource Sponsor) Denotes the leading DCNO resource sponsor responsible for the activity' s overall program development and resources. RSpn codes are found in section (11).
12	Predom AGSAG	(Predominate Activity Group/SubActivity Group) Denotes the leading resource sponsor' s AGSAG for the activity.
13	Packet Number	A 6-digit number indicating the last AMD Change Request packet applied to the TFMMS billet data base before the printing of the AMD.
14	Packet Date	Indicates the date NAVMAC approved and applied the AMD Change Request packet to the data base.

Manpower REQUIREMENT Information

RE F #	FIELD TITLE	DESCRIPTION
15	BIN	A 7-digit number generated by TFMMS when a manpower requirement, organizational header, or billet note is initially entered into the system.

BINBillet Title	Effective	Mob	RFC	P	R	M	Language	Officer				Enlisted			Civilian					
	Bgn	End						Bgn	End	Desig	NOBC		SubSp		Rate	NEC		Py	Occ	Py
										Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	Pl	Srs	Gr

-- 15 - - - - - 16 - - - - - - 17 - - 18 - 19 20 21 22 23 24 - - - - 25 - - - - - 26 - - 27 - - 28 - - 29 - - 30 - - 31 - - 32 - - 33 - 34 - 35 - 36

REF #	FIELD TITLE	DESCRIPTION
16	Billet Title	A field, consisting of up to 40 characters (2-lines, 20-characters each), used for the manpower requirement title, organizational header, or billet note information.
17	Effective Bgn	(Effective Begin/End) A 5-digit date code indicating when the manpower requirement and/or authorization is to begin and end. The date format is CYYMM, where C = the first number of the year, YY = the last two numbers of the year, and MM = the number of the month (e.g., Oct 2015 will be reflected as 21510)
18	Effective End	
19	Mob Bgn	Reflects the period within mobilization needing a manpower requirement. Valid entries are 01 through 12, where 01 is the beginning of mobilization and 12 is the end of mobilization.
20	Mob End	
21	RFC	(Required Functional Category) A 3- digit code used to link a manpower requirement to a particular task or function. RFCs are found in section (9).
22	PR	(Peacetime Requirement) A code indicating whether the manpower requirement exists during peacetime. 0 = Wartime only, 1 = Peacetime only or both. Used in conjunction with Mob Bgn/End.
23	RI	(Requirement Indicator) A code used to show what validation process justifies the manpower requirement. RI are found in section (10).
24	ME	(Military Essentiality) A code denoting the reason for the military staffing if validated for the requirement. ME codes are found in section (5).
25	Language	(Foreign Language Code) Five 2-digit codes identifying a foreign language and proficiency requirements (Listening, Reading, Speaking and Writing).
	OFFICER	
26	Desig Grade	(Designator/Paygrade) Identifies specialty qualification and paygrade necessary to fill a particular officer requirement . Designators and paygrades are defined in reference (b).
27	NOBC Pri	(Navy Officer Billet Classification Primary/Secondary) Identifies general duties of the manpower requirement, as defined in reference (b).
28	NOBC Sec	
29	SubSp Pri	(Subspecialty Primary/Secondary) Identifies postgraduate education (or equivalent training and/or experience) required to fill a particular officer requirement, as defined in reference (b).
30	SubSp Sec	

Effective		Mob	Officer										Enlisted				Civilian		NEC		Py	Occ	Py
BIN	Billet Title		Bgn	End	Bgn	End	RFC	P	R	M	Language	Desig	NOBC		SubSp	Rate	Pri	Sec	PI	Srs	Gr		
-- 15 --	----- 16 -----		- 17 -	- 18 -	19	20	21	22	23	24	---- 25 ----	- 26 -	- 27 -	- 28 -	- 29 -	- 30 -	- 31 -	- 32 -	- 33 -	34	- 35 -	36	
BSC			RSpn		AGSAG		MRC	MT	AC	FAC		AQD										P H	
										Pri	Sec	Pri	Sec									S S	
-37 -			38		- 39 -		40	41	42	43	44	(26)	45	46	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36) 47 48	

RE F #	FIELD TITLE	DESCRIPTION
	ENLISTED	
31	Rate Abbr	(Rate Abbreviation) Identifies the rating and paygrade needed to fill a particular enlisted requirement, as defined in reference (c).
32	NEC Pri	(Navy Enlisted Classification Primary/Secondary) Identifies a specialized knowledge or skill required beyond those of the enlisted rating structure, as defined in reference (c).
33	NEC Sec	
	CIVILIAN	
34	Py PI	(Pay Plan) A 2-digit code denoting a system or schedule authority establishing and governing rate of pay for civilian employees.
35	Occ Srs	(Occupational Series) A 5-digit number identifying a specialized line of work and qualification requirements. Occ Srs codes are found in reference (d).
36	Py Gr	(Paygrade) A 2-digit number identifying a rating in a graduated scale for federal civilian positions that are established and designed within a specific pay plan by law or regulation.

Manpower AUTHORIZATION Information

RE F #	FIELD TITLE	DESCRIPTION
37	BSC	(Billet Sequence Code) A 5-digit ascending sequence of numbers used to organizationally structure manpower requirements, organizational headers, and billet notes within an activity' s AMD.
38	RSpn	(Resource Sponsor) A code denoting the resource sponsor, outside the activity' s predominate resource sponsor (displayed in the activity information), responsible for resourcing (funding) the manpower requirement. RSpn codes are found in section (11).

Effective		Mob	Officer										Enlisted				Civilian								
BIN	Billet Title		Bgn	End	Bgn	End	RFC	P	R	M	Language	Desig	NOBC		SubSp		Rate	NEC		Py	Occ	Py			
							R	I	E		Grade	Pri	Sec	Pri	Sec	Abbr	Pri	Sec	PI	Srs	Gr				
-- 15 --	----- 16 -----		- 17 -	- 18 -	19	20	21	22	23	24	---- 25 ----	- 26 -	- 27 -	- 28 -	- 29 -	- 30 -	- 31 -	- 32 -	- 33 -	34	- 35 -	36			
BSC			RSpn		AGSAG		MRC		MT	AC	FAC		AQD										P H		
											Pri	Sec	Pri	Sec									S S		
-37 -			38		- 39 -		40		41	42	43	44	(26)	45	46	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	47	48

REF #	FIELD TITLE	DESCRIPTION
39	AGSAG	(Activity Group/SubActivity Group) A 4-digit code denoting the Resource Sponsor' s AGSAG, outside the activity' s predominate AGSAG (displayed in the activity information), used for funding the manpower requirement.
40	MRC	(Manpower Resource Code) A 2-digit code identifying the type of resourcing for the manpower requirement when it is authorized. MRCs are found in section (6).
41	MT	(Manpower Type) A code identifying the category of manpower used to authorize the manpower requirement. MT codes are found in section (7).
42	AC	(Accounting Category) A code identifying manpower authorizations that have a special or unique characteristic which allows for easy identification. AC codes are found in section (1).
43	FAC Pri	(Functional Area Code Primary/Secondary) A code identifying additional manpower requirement and/or authorization information requiring special consideration in detailing personnel, and provide for automated tracking of certain categories of authorized requirements. FACs are listed in section (3).
44	FAC Sec	
(26) thru (36)		As previously discussed as requirements information, these fields identify the approved resourcing (funding) of the manpower requirement. These fields can be different from the requirement depending on the source of funding and/or compensation issues.
45	AQD Pri	(Additional Qualification Designator) A 3-digit code identifying the additional qualifications required by the MFTs, which are not included in other classifications and/or codes. AQD codes are defined in reference (b).
46	AQD Sec	
47	PS	(Position Status) A code identifying the employment hiring status of the civilian authorization. PS codes are found in section (8).
48	HS	(Hire Status) A code identifying the type of hire for the civilian requirement. HS codes are found in section (8).